



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

GENERAL ADMISSION INFORMATION

- **Part 1: To register your child at DESS, please only submit the following via email:**
 - Completed and signed DESS Registration Form
 - Copy of child's passport
 - Copy of child's most recent, full End of Year School Report
 - DESS Progress Report (to be completed by current school attended, including NCT results if available)
 - Copy of Father/Sponsor's Qatar ID Card number and passport
 - Copy of your child's current Qatar residence visa
 - If a Qatar residence visa is not available, a Company Family Sponsorship letter **must be provided** to guarantee that you will be able to sponsor your family, and that their family residence visa will be forth-coming
 - All Foundation Stage 1 applicants must also provide the following information on application: Completed and signed DESS Foundation Stage 1 Assessment Questionnaire. Two recent passport sized photographs – on initial application please provide a scanned photograph. If your child is offered an assessment, please hand in two photographs (with their name printed on the reverse) to the Reception on/or before the day of the assessment
- **Part 2: The following documents will be required to support your child's application at a later date. Please ensure that you have them ready in electronic format for emailing. Our Registrar will be in touch when we are ready to proceed further with your application:**
 - Copy of your child's current mid-year Progress Report (if available)
 - Copy of latest National Curriculum Test (NCT) levels
 - Two recent passport sized photographs of your child (with your child's name printed on the reverse)
 - Completed and signed DESS Student Health Form
 - Copy of your child's immunisation record

IT IS A REQUIREMENT OF THE MINISTRY OF EDUCATION THAT A COPY OF YOUR CHILD'S QATAR RESIDENCE VISA/QATAR ID NUMBER AND IMMUNISATION RECORD BE ON FILE AND AVAILABLE FOR INSPECTION.

Failure to supply this documentation when your child is a full time registered pupil attending DESS may result in your child being asked to be withdrawn from the school.

Entrance Assessment

When your child's application moves higher up the waitlist, his/her paperwork will be reviewed by a member of the Leadership Team to ascertain whether an assessment is required. If an assessment is recommended, the Registrar will email you to invite your child in to spend part of a morning in the age appropriate class in order to be assessed. Should your child decline to attend the assessment, your application will be removed from the waitlist without further notice. If your child is not yet in Doha, please telephone the Registrar when he/she arrives in order to arrange this appointment. A QAR275.00 non-refundable assessment fee per child is to be paid prior to a child being assessed.

Sean Sibley
Headteacher

Telephone: + 974 4459 2750
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PO Box: 7660, Doha, Qatar
dess@dess.org www.dess.org



Special Needs

Children of any nationality will not be admitted if they are assessed by DESS to have learning and/or behavioural difficulties and if the School is unable to offer an appropriate curriculum or facilities.

Wait Lists

Because the school limits class size to a maximum of 20 pupils for Foundation Stage and 24 pupils for Key Stages 1 & 2, we often become wait-listed in most of our year groups. Acceptance of the Registration Form does not guarantee a place at the School.

Acceptance

After a satisfactory assessment, and provided a seat is available, the Registrar will contact you via email to offer a place.

If, when offered, a seat is declined, we will remove the pupil's name from the waiting list and offer the parent the opportunity to make a new application.

If a seat is offered and accepted and payment made, but the pupil has yet to arrive in Doha it is only possible to pay for a maximum of two consecutive terms before the pupil must attend. Failure to attend at the beginning of the third term will result in the place being withdrawn.

Invoice for the First Term's Fees and Registration Fee

Upon your acceptance of the offered place, the Accounts Office will prepare an invoice. The invoice will be for one term's school fees and the Registration Fee. Payment guidelines and a due date will appear on the invoice. **This invoice must be settled in full by the due date as stated on the invoice to secure your child's place.**

SCHOOL FEE POLICY

Payment of School Fees Policy

The school year is divided into three terms and the annual Tuition Fee is payable per term, in three equal instalments. There are no reductions for absence or illness or withdrawal for any reason. Fees are subject to annual review.

Due Date for Payment of Fees

The next term's school fees are due one calendar month before the end of the current term.

Fees may be paid by bank transfer, cash or cheque made payable to DESS.

Where companies are paying school fees directly, the parents are ultimately responsible and the above deadlines must still be adhered to.

Unpaid Fees

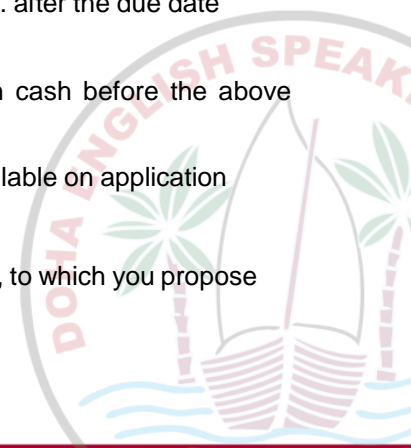
The following procedure will be instigated when fees are not received by the due date:

- A text message will be sent 5 days after fees are due
- A letter will be sent via pupil post 10 days after fees are due
- A charge of QR 50.00 per day will be levied for late payment of fees i.e. after the due date
- 14 days after fees are due the place will be withdrawn

In the case of a cheque which cannot be honoured, the fees must be paid in cash before the above deadlines.

In the case of financial hardship, other arrangements for fee payment may be available on application in writing to both the Headteacher and the Business Manager.

Please be aware that we will inform any other school or educational establishment, to which you propose to send your child, of any outstanding fees.



Refund of Fees Paid in Advance

Fees will only be refunded under the following circumstances.

- One month's written notice is required before the end of term, excluding holidays.
- Where annual fees have been paid in full in advance and one month's written notice is given 100% refund can be made.
- A refund of 90% of the school fees can be given if written notice is received in the 14 calendar days after the fees are due.
- A refund of 50% of the school fees can be given if written notice is received in the last 14 calendar days of term.

No refunds will be given after 1pm on the last day of term.





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REGISTRATION FORM

Family Name::			
First Name:	Middle Name:	Preferred Name	
Date of Birth:	Sex: M/F	Child's Nationality:	
First Language at Home:		Religion:	
Ethnic Origin:		Place of Birth:	
Qatar Residence Visa No:	Expires on:	Co. Letter:	Yes / No

Date place is required:

Application is required for the following year group:

FS1 FS2 Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Details of Previous Schooling - including Foundation Stage 1:		
Dates Attended	Class Attended	Name & address of school

For Muslim families, please indicate if you would like your child to sign up for Islamic Studies? (This subject is for Year 2 to Year 6 children only and is optional)	Yes	No
Has your child ever received any learning or behavioural support?	Yes	No
Details of any learning or behavioural difficulties experienced:		

Your child will be expected to participate in all lessons. This shall include, and not be limited to, Music, playing a musical instrument, P.E. & Swimming. Will your child be able to participate in the above activities? If not, please provide details:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Foundation Stage 1 & 2 children. Is your child toilet trained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Father's Details:

Family Name:	First Name:	
Employer:	Profession:	
Business Address in Qatar:		
Office Tel.:	Mobile:	
E-mail:	Nationality:	First Language:
Qatar Residence Visa Number:		

Sean Sibley
Headteacher

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Mother's Details:

Family Name:		First Name:	
Employer:		Profession:	
Business Address in Qatar:			
Office Tel.:		Mobile:	
E-mail:	Nationality:	First Language:	
Residential Tel. in Qatar:			

Siblings currently attending DESS or applying to DESS:

Name	Class	Name	Applying for

UNDERTAKING

I confirm that all the information given on this form is accurate.

It is a condition of any offer of a place that parents/guardians have given all the information relevant to the application, including details of academic, behavioural and/or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs at DESS, **we reserve the right to withdraw the school place.**

I consent to my child having an entry interview and assessment, if this is considered necessary by the Headteacher, and I agree to abide by the school's decision.

In the event of a child being awarded a place at Doha English Speaking School, parents/guardians undertake and agree that the Doha English Speaking School is absolved from any responsibility for:

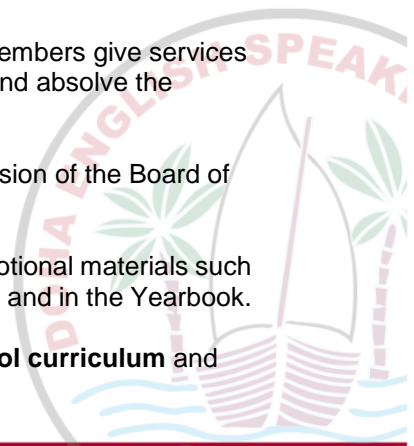
- The loss or damage of valuable items.
- Accidents or mishaps occasioned by participating in normal life activities including, but not limited to, organised sports, school trips, gymnastics, informal play, design and technology and practical work.
- The welfare and safety of the pupil outside the normal timetabled day including activities supervised by Doha English Speaking School staff. This includes safe delivery and collection of pupils to and/or from Doha English Speaking School. Please note: it is the responsibility of parents or appointed adults to ensure that pupils are dropped off and collected from school at the appropriate time.
- Any resulting accident or mishap should a pupil take unilateral action which is extra curricular and without permission including, but not confined to, leaving the premises without permission.

DESS is a non-profit making institution administered by a Board of Governors whose members give services voluntarily and without payment or remuneration of any kind. I/we accordingly release and absolve the members of the Board from all personal liability in respect to the affairs of the school.

I agree to abide by all the Rules and Regulations of the School and accept that the decision of the Board of Governors in any matter relating to the administration of the School is final.

I agree that photographs/video or movie clips of my child may be used by DESS in promotional materials such as the school website, in-house slide presentations, brochures, local/international press, and in the Yearbook.

I understand that in joining DESS, I agree that my child will take part in the **whole school curriculum** and



cannot choose to opt out of any particular part of the curriculum during the academic year.

I understand that it is my responsibility to ensure that school fees for my child are paid by the due date. Should fees not be settled by 14 days after the due date, I understand that my child's seat at DESS will be withdrawn without further notice. Where companies are paying school fees directly, the parents are ultimately responsible and the above deadlines must still be adhered to.

I understand that it is my responsibility to submit **ONE MONTH'S NOTICE IN WRITING** before the end of the last academic term attended by my child. Where companies are billed directly for school fees, it is still the responsibility of the **PARENT** to give DESS the required notice period in writing.

Please indicate who will be responsible for payment of fees.

Company	<input type="checkbox"/>	Parent with Company Assistance	<input type="checkbox"/>	Parent	<input type="checkbox"/>
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In signing below I confirm that I have read and understood all the above and agree to be bound by the terms and conditions set out within it, and as may be amended by the School from time-to-time. I also give permission for my email address to be passed to the 'Class Parent' to support effective communication.

(Parent/Guardian **signature** required)

Signed*:	Date:
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***(Please note that a typed signature will not suffice)**

Jurisdiction

In the event of dispute all parties agree to submit to the jurisdiction of the courts of Qatar.

