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Photograph  
Here



## Admission Application Form

Please complete in **BLOCK CAPITALS**. Please use one application form for each child.  
(As written on passport)

Student's first name:

Student's last name:

Student's date of birth:    Age:  Gender:  Male  Female

Date of application:  Former NAISAK student:  Yes  No

Academic year applying for:  2019/2020  2020/2021

Anticipated start time:  Term 1  Term 2  Term 3

Current year level/grade:  Year level applying for (e.g Year 6):

Current academic system:  e.g. British, Indian, American, independent

Has the student previously applied to this school?  Yes  No For which academic year?

Please list any other siblings linked to this application:

Name	Year/Class
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Office Use Only: File reviewed by   Accepted  Denied

## Personal Information (continues on next page)

Please complete all sections of this form in BLOCK CAPITALS. For personal details, please provide information as written on the individual's passport.

This application does not commit NAISAK to offering you a place, or you to accepting one. When you have completed the form, please return it along with all the required documents (listed on the last page of this application form) and the application fee to our Admissions Officer during office hours 7.00am – 2:30pm or via email to [admissions.naisak@nais.qa](mailto:admissions.naisak@nais.qa)

Please don't hesitate to contact us with any questions with regards to your application.

Education	
Current school:	Curriculum followed (e.g. British, Year 4; US, Grade 12):
Current school address:	
Telephone number:	Email address:
Date started:	Date left:
Reason for leaving current school:	

Please complete all details	
Preferred start date:	Nationality:
Child's QID:	Child's passport number:
English language proficiency: (Please circle as relevant) Spoken: Fluent      Conversational      Beginner Written: Fluent      Conversational      Beginner Reading: Fluent      Conversational      Beginner	Arabic language proficiency: (Please circle as relevant) Spoken: Fluent      Conversational      Beginner Written: Fluent      Conversational      Beginner Reading: Fluent      Conversational      Beginner
Language/s spoken at home:	
Is your child currently in his/her age appropriate class? If not, please explain:	
How did you hear about Nord Anglia International School Al Khor (NAISAK): <input type="radio"/> From a parent of a current student <input type="radio"/> I already have a child/ren enrolled at NAISAK <input type="radio"/> Web Search <input type="radio"/> Radio advert <input type="radio"/> Brochure <input type="radio"/> Social Media (please circle): Facebook, Instagram, LinkedIn, Twitter, Snapchat <input type="radio"/> Advert in Al Khor Mall <input type="radio"/> Newspaper article <input type="radio"/> Other (please provide details: ) _____	



# Full Disclosure and Declaration of Needs

## Who will be responsible for paying the school fees?

- Company pays NAISAK directly (Shell, QChem, ORYX, QP)
- **Shell:**
    - 1) Please provide an employment letter to confirm Shell employment status
    - 2) Shell Employee Number: \_\_\_\_\_
  - **QP/Oryx/Qchem-** Please provide confirmation letter from the company's HR department, stating the applicant can be included to the corporate invoice from NAISAK.
- Company refunds tuition fees
- Coupons (Qatari students only)
- Parent is responsible for fees

## Support requirements

In order to ensure we are able to provide the optimum learning environment for all of our students, please sign each box in relation to the following statements:

	Agree	Disagree	Signature
1. My child does not have any learning, behavioural or physical needs that will require specialist or additional support.			
2. My child has never been identified as requiring additional learning support.			
3. My child does not/has never had an Individual Educational or Behavioural Learning Plan.			
4. My child does not/has never had a Statement of Educational Needs.			

If you are unable to sign one or all of the boxes above because you know your child has a learning need or requires support, please provide us with the following:

1. A copy of any school, medical or psychological report (in English) detailing the learning and/or behavioural need/s and the level and type of support that is currently provided.
2. Any medication that is taken in relation to any learning and/or behavioural difficulties.
3. Details of all support previously provided (both in school and outside of school).
4. A copy (in English) of the most recent Individual Educational or Behavioural Learning Plan.
5. Any Statement of Educational Needs.

It is important we understand all the child's requirements at this stage in the admissions application process. Please note that failure to fully disclose any of the above at the application stage may result in any offer of a place being withdrawn, or if already enrolled, your child's place being retracted.

## Transport

We offer transportation services for students across the school with working or non-driving parents, for set fees. Please complete the Transportation Request Form (Appendix 4) if you require this service, and one of our transport service team members will contact you to discuss the details.

# Medical Information & Consent Form

## MEDICAL and DIETARY INFORMATION

Please indicate with a tick  if your child suffers any of the following:

<input type="checkbox"/> Bed wetting	<input type="checkbox"/> Seizures of any type	<input type="checkbox"/> Heart condition	<input type="checkbox"/> Travel sickness
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Sleepwalking	<input type="checkbox"/> Asthma	<input type="checkbox"/> Recent breaks or sprains
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Migraine headaches	<input type="checkbox"/> Allergies	<input type="checkbox"/> Fainting
<input type="checkbox"/> My child has been in contact with or has suffered from a contagious or infectious disease in the last four weeks.		Others (Please specify):	

Please give further details of ANY boxes that you have ticked, or any other relevant information, including dietary considerations. Please write N/A if there is nothing to add.

## MEDICATIONS

My child does not require any medication in school,

**OR**

Please complete the table below if your child is on ANY medications (Prescription or non-prescription, including traditional):

Name of medication (in English)	Reason for Medication	Daily Timing and Dosage

- All medications must be clearly marked in English with student's name, name of medication, dosage amount and when medication is given.
- Except for EPIPEN & INHALERS, students are not permitted to be in possession of any medication whilst on a school trip.
- A member of school staff, prior to departure for a trip, will collect all required medications. All medications will be kept in the first aid kit & administered by staff.



# Confirmation of Application

## Confirmation of Application

Upon acceptance of my completed application and following a successful admissions assessment, I understand that, should I accept any offer of a place for my child at Nord Anglia International School Al Khor, I will be required to pay the non-refundable registration fee of QR 584, and the seat reservation fee of QR 3,904 (deductible from the 1<sup>st</sup> term fees), school fees and tuition resource fees as outlined in Appendix 5.

I confirm that all the information I have disclosed in this application form is, to the best of my knowledge, true and accurate. I confirm that I have legal custody of the child for whom I am registering interest or that I have the legal custodian's consent. I have attached a copy of my child's latest school reports and other required documentation as outlined in the application criteria document attached. I understand that my application may not proceed further without the submission of all the required documentation.

I understand that the admissions decision made by NAISAK is final, and that feedback may be provided if requested, however that no negotiation will be entered into with regards to a change in the admission outcome.

**Name in full:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
First name Last name

**Relationship to child:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 1: Personal Information Collection Statement (continues on next page)

The personal data collected from applicants and current students and/or their parents/guardians pursuant to this form will be handled by our staff, kept confidential and used by Education Overseas Qatar LLC (“we” or “us”) for lawful and relevant purposes including but not limited to:

- a) assessing the suitability of applicants’ admission to Nord Anglia International School Al Khor (the “School”);
- b) processing applications for admission;
- c) verification of the applicant’s examination results, academic records and other information;
- d) school administration and operation after admission;
- e) sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the school or third party providers;
- f) statistical and research purposes; and
- g) other school related purposes.

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including the government of Qatar), service providers and contractors (whether within or outside the jurisdiction in which the school is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- a) such disclosure is expressly provided for under this Statement;
- b) permitted to do so by the applicant or his/her parent/guardian; and/or
- c) permitted or required by law.

Personal data may be stored in our or our affiliates’ database systems (which may be located within or outside the jurisdiction in which the school is located) and online portals and where application is successful, such personal data will form part of the applicant’s official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

We may provide such personal data to PTFA for inclusion in the directory and other activities. If a student or his/her parents/guardians do not wish for such data to be included in the PTFA directory, please inform us.

We may place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications.

In the event that a student already has a sibling at the school, the records of such sibling will be updated according to the data provided on the new student’s enrolment form where relevant.



## Appendix 1: Personal Information Collection Statement continued

Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

The terms of the school's privacy policy can be found at <https://www.nordangliaeducation.com/our-schools/al-khor/privacy-policy>

The signatory has read, understood and consents to the provisions contained within the application form.

### **CHILD'S FULL NAME**

\_\_\_\_\_

First name	Last name
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### **PARENT /GUARDIAN'S FULL NAME**

\_\_\_\_\_

First name	Last name
------------	-----------

### **PARENT /GUARDIAN'S SIGNATURE**

\_\_\_\_\_

Signature	Date
-----------	------

If you have any queries about our policy and practices, please email [infoalkhor@nais.qa](mailto:infoalkhor@nais.qa)

## Appendix 2: Nord Anglia International School Al Khor Privacy Policy

Nord Anglia International School Al Khor and Education Overseas Qatar LLC (“we” or “us”) collect and hold personal information of individuals for various purposes.

There are three general categories of personal data held by us.

1. Student information, which includes but is not limited to information supplied by students / parents and collected in connection with student applications, student records, former students, contacts and communications activities undertaken by us or on our behalf. Student records are kept for purposes that include: corresponding with, responding to and taking follow-up actions in respect of students, contacts and communications activities.
2. Personnel information, which includes but is not limited to personal particulars, job descriptions, details of compensation and benefits, performance appraisals, references and disciplinary matters relating to our job applicants, employees and former employees. Personnel records of employees are kept for human resource management purposes, relating to such matters as employees’ terms of employment, performance appraisals, monitoring compliance with applicable law and internal rules and conducting investigations in respect thereof, providing references, intra-group communications, professional development, discipline and termination.
3. Other records, which include administration and other files, containing personal data provided to us by individuals for purposes other than those connected with students, contacts, communications or employment. Other records are kept to enable us to carry out various functions and activities which vary according to the nature of the purpose for which such records are to be used, including but not limited to the administration of our school’s functions and activities, seeking advice on operational matters, undertaking communications and training activities organised by us, or on our behalf, including the acquisition of services and handling of enquiries from members of the public.

We are committed to meeting internationally recognised standards of personal data privacy protection, in compliance with the requirements of applicable law. We will never disclose any personal data to any third parties without prior consent unless permitted or required by law.

Should you wish to access or correct your personal information held by us, please send your request by email to [inforalkhor@nais.qa](mailto:inforalkhor@nais.qa)

The signatory has read, understood and consents to the provisions contained within the application form.

### CHILD’S FULL NAME

\_\_\_\_\_

First name

Last name

### PARENT /GUARDIAN’S FULL NAME

\_\_\_\_\_

First name

Last name

### PARENT /GUARDIAN’S SIGNATURE

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Appendix 3: Early Years Toileting Policy (Foundation only)

## Complete only for Early Years applicants

Most early years children can manage the basics of independent toileting.

Our expectation and requirement is that Early Years children must be toilet trained before starting school. This includes them:

- Knowing when they have to go to the toilet and use words to describe what they need to do and to get help.
- Having a routine of pulling down their pants, using the toilet, wiping, flushing and washing their hands. We realise however that accidents will happen. Please help by providing clothes which are easy to pull on and off and a spare set of clothes.

### Our Teaching

Toileting for Early Years children is more about learning hygiene and socially appropriate behaviour. Our Teachers and Learning Assistants are aware of the children's needs and their "hanging on" signals like leg crossing, fiddling and restlessness. A reminder about the toilet is often all that is needed.

- If they do have an occasional accident, we will not make a fuss but will be discreet (i.e. not make a public display of them but do it privately) and help them clean up and put on dry/clean clothes.
- We encourage them to wash their hands after using the toilet and do incorporate this in the social, personal and health education.
- We give regular opportunities throughout the day to visit the toilets.

### The school will:

- Keep all toilets open and available to children throughout the school day.
- Ensure staff will accompany children to the toilet but do not provide assistance to wash children after they have used the toilet.
- Ensure that all toilet areas have properly maintained supplies at all times of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.
- Ensure toilet facilities provide visual privacy for the user.
- Implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness throughout the school day.

The signatory has read, understood and consents to the provisions contained within the application form.

### CHILD'S FULL NAME

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

### PARENT /GUARDIAN'S FULL NAME

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

### PARENT /GUARDIAN'S SIGNATURE

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Appendix 4: Transportation Request Form

Nord Anglia International School Al Khor offers transportation services for students across the school with working and/or non-driving parents. It is priced at QR 1800 in term one, and QR 1350 in terms 2 and 3, for a two-way service.

Please complete the form below if you would like to make use of the school's transport service.

Child's information	
Name:	
Gender:	
Year Group/ form:	

Parent's/Guardian's information	
<b>Father</b>	
Name:	Primary contact number:
Landline number:	Work number:
<b>Mother</b>	
Name:	Primary contact number:
Landline number:	Work number (if applicable):
<b>House help/Nanny</b>	
Name:	Primary contact number:

Home address		
<b>Location:</b>		
<b>Street Number &amp; Name:</b>	<b>Building number:</b>	<b>Zone:</b>
<b>Landmark/s:</b>		

Parent/Guardian's name: \_\_\_\_\_  
First name Last name

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_  
dd/mm/yy

## Appendix 5: International Education System Equivalency Table (Example)

AGE	NAISAK (English System)	Qatar Curriculum	Arabic Curriculums	USA	International Baccalaureate (IB)	Dutch	French	German	Filipino	Pakistan	Indian CBSE
<b>September to June</b>										<b>April to Mar</b>	
3 - 4	Early Years 1		Pre-KG 1	Pre K	Pre-school 3	PS	PS	KG	KG 1		KG 1
4 - 5	Early Years 2	Rawda KG1	KG 1	KG1	Pre-school 4	Grade 1	MS	KG	KG 2	KG-I	KG 2
5 - 6	Year 1	Tamhidi KG2	KG	KG2	Pre-school 5	Grade 2	GS	KG	Grade 1	KG-II	Year 1
6 - 7	Year 2	Grade 1	Grade 1	1st Grade	Grade 1	Grade 3	CP1	Grade 1	Grade 2	Grade 1	Year 2
7 - 8	Year 3	Grade 2	Grade 2	2nd Grade	Grade 2	Grade 4	CE1	Grade 2	Grade 3	Grade 2	Year 3
8 - 9	Year 4	Grade 3	Grade 3	3rd Grade	Grade 3	Grade 5	CE2	Grade 3	Grade 4	Grade 3	Year 4
9 - 10	Year 5	Grade 4	Grade 4	4th Grade	Grade 4	Grade 6	CM1	Grade 4	Grade 5	Grade 4	Year 5
10 - 11	Year 6	Grade 5	Grade 5	5th Grade	Grade 5	Grade 7	CM2	Grade 5	Grade 6	Grade 5	Year 6
11 - 12	Year 7	Grade 6	Grade 6	6th Grade	Grade 6	Grade 8	6 e	Grade 6	Grade 7	Grade 6	Year 7
12 - 13	Year 8	Grade 7	Grade 7	7th Grade	Grade 7	VO 1	5 e	Grade 7	Grade 8	Grade 7	Year 8
13 - 14	Year 9	Grade 8	Grade 8	8th Grade	Grade 8	VO 2	4 e	Grade 8	Grade 9	Grade 8	Year 9
14 - 15	Year 10	Grade 9	Grade 9	9th Grade	Grade 9	VO 3	3 e	Grade 9	Grade 10	Grade 9	Year 10
15 - 16	Year 11	Grade 10	Grade 10	10th Grade	Grade 10	VO 4	2 de	Grade 10	Grade 11	Grade 10	Year 11
16 - 17	Year 12	Grade 11	Grade 11	11th Grade	Grade 11	VO 5	1 ere	Grade 11	Grade 12	Grade 11	Year 12
17 - 18	Year 13	Grade 12	Grade 12	12th Grade	Grade 12	VO 6	Terminale	Grade 12		Grade 12	

## Appendix 6: Fee Structure and Bank Details

School Fees for 2020-2021		
Description	Annual Fees	Book Fees
Foundation Stage 1	QR 31,400	-
Foundation Stage 2	QR 36,800	-
Primary Stage (from Y1 – Y6)	QR 37,200	-
Secondary Stage (from Y7 – Y9)	QR 42,600	QR 1,000
Secondary Stage (from Y10 – Y13)	QR 47,750	QR 1,000
Transport Fees	QR 4,500	

**\*\* Please note: School Fees are subject to change in accordance with the Ministry of Education and Higher Education. Parents will be notified of any changes as soon as the school receives any such notification from the MoEHE.**

Exam Fees per award		
Year 11	Year 12	Year 13
QR 420	QR 480	QR 625

Bank Details	
Account name	Nord Anglia International School Al Khor
Address	P O Box 60256, Doha State of Qatar
Account number	4700-249919-001
IBAN	QA03CBQA000000004700249919001
Bank	Commercial Bank of Qatar
Address	P O Box 3232, Doha State of Qatar
Swift Code	CBQAQAQA

If you require any further assistance, please contact the Admissions Team on [admissions.naisak@nais.qa](mailto:admissions.naisak@nais.qa) or +974 4437 9600.

Once an offer has been made you will be required to sign an Enrolment Agreement, and submit it to us with the following:

- A seat reservation fee of QR 3,904 (deductible from 1st tuition fee payment) (fee is subject to change).
- Annual school fees dependent on joining date as per above chart and annual book fee (subject to change).
- If a Value Added Tax (“VAT”) or any similar tax is introduced in Qatar, the current prices shall be deemed to be exclusive of any VAT. Nord Anglia International School Al Khor therefore reserves the right to increase the charges for its goods and services in line with the introduction of any VAT.

**All fees are due upon receipt of invoice.**

# Parent Application Checklist

Please complete this checklist prior to submitting your application.

Required documentation	Submitted
<b>Completed</b> application form	<input type="checkbox"/>
Passport-sized photograph attached to front of application	<input type="checkbox"/>
Copy of photograph page from child's passport	<input type="checkbox"/>
Copy of photograph page from <u>both parents'</u> passports	<input type="checkbox"/>
Copy of child's Qatar ID, front and back ( <b>we accept applications without the ID, however your child must have their ID in place before they are allowed to start school</b> ).	<input type="checkbox"/>
Copy of <u>both parents'</u> Qatar IDs, front and back	<input type="checkbox"/>
Copy of child's birth certificate	<input type="checkbox"/>
Copy of vaccination card	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For Year 1 and Year 2 applicants, an Early Years Foundation report or most recent school report.</li> <li>For Year 3-13 applicants, the last two full year school reports.</li> </ul>	<input type="checkbox"/>
Signed personal Information Collection Statement (Appendix 1)	<input type="checkbox"/>
Signed Nord Anglia International School Al Khor Privacy Policy (Appendix 2)	<input type="checkbox"/>
Signed Early Years Toileting Policy (FS1-2 applicants only) (Appendix 3)	<input type="checkbox"/> or N/A
Completed medical information form	<input type="checkbox"/>
Independent medical reports (where relevant)	<input type="checkbox"/> or N/A
Employment confirmation letter (Shell, QP/Oryx/Qchem) as outlined on page 4 of this document.	<input type="checkbox"/> or N/A
Confidential Reference form ( <b>we accept applications without this document; however it must be submitted before any final admissions decision will be made</b> ).	<input type="checkbox"/>

## Nord Anglia International School Al Khor

Taimiyah St, Zone 74, P.O. Box 60256 Al Khor, Qatar

**General Enquiries:** +974 4437 9600

**Admissions:** +974 4437 9660

**WhatsApp:** +974 5029 4726

**Email:** [admissions.naisak@nais.qa](mailto:admissions.naisak@nais.qa)

**alkhor.nias.qa**

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# Assessment Outcome

FOR OFFICE USE ONLY		
Assessment conducted by (full name):	Date:	Signature:
<b>Assessment summary</b>		
Strengths:		
Areas for improvement:		
Any other comments or concerns:		
<b>Recommendation based on assessment results:</b>		
<input type="radio"/> Accept		
<input type="radio"/> Decline		

Director of Admissions recommendation	
Comments:	<b>Recommendation:</b>
	<input type="radio"/> Accept
	<input type="radio"/> Decline
Signature:	Date:

Head of School recommendation:	
Comments:	<b>Recommendation:</b>
	<input type="radio"/> Accept
	<input type="radio"/> Decline
Signature:	Date:

FOR PRINCIPAL'S USE ONLY	
Principal's comments:	<b>Final Decision:</b>
	<input type="radio"/> Accepted
	<input type="radio"/> Declined
Signature:	Date: