



Enrollment Application Form

Last date of Submission on or before (For office use): / /

Student Information: Student's Name as printed on Passport/Birth Certificate

Student's First Name: _____

Middle Name: _____

Family Name: _____

Date of Birth: ____/____/____

Gender: _____ Nationality: _____

Language Spoken at Home: _____ Other languages: _____

Student's Religion: _____

Student's Resident/ Qatar ID No: _____

Applying for grade: _____ Academic Year: _____

Schools Previously Attended:

Name of the School	Country	Academic Year Attended	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____

Other siblings at EIS? Please list their Names, Age and Grade:

Family Information and Contact Details:

	FATHER'S DETAILS	MOTHER'S DETAILS
Name		
Nationality		
Occupation		
Sponsor name		
Company name		
Company PO Box		
Work phone/fax		
Mobile number		
Home number		
Address	Municipality:..... Zone No:..... Street Name:..... Street No:..... Building/Villa/Flat No:.....	Municipality:..... Zone No:..... Street Name:..... Street No:..... Building/Villa/Flat No:.....
Home PO Box		
Email		

Emergency Contact Numbers :(when parents are not available)

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

I hereby acknowledge and agreed that my child will be subject to rules, regulations and discipline of the school and shall actively participate in all school activities; I shall pay all fees before due date.

Name of the Parent: _____

Signature of Parent: _____

Date: _____

Confidential Medical, Emergency and Permission Information

Student's Name: _____ Academic Year: 20 /20

Please answer all questions and give brief details (if possible) where the answer is (yes)

YES / NO

1. Does your child have any known medical condition or allergies? _____ / _____
.....
.....
2. Has your child ever been admitted to hospital or required special home treatment? _____ / _____
.....
.....
3. Does your child have any ear or hearing problems? _____ / _____
.....
.....
4. Does your child have any speech or language problem? _____ / _____
.....
.....
5. Does your child have any eye or sight problems or wear glasses? _____ / _____
.....
.....
6. Are there any other problems, medical, physical, psychological or emotional which might affect your child's behavior or require special attention?
.....
.....

7. Please underline/circle the correct statement

My child is RIGHT HANDED LEFT HANDED UNDECIDED

UNDERTAKING

In the event of my child taking up a place at Elite International School, I hereby undertake and I agree that:

1. My child shall abide to the rules, regulations, and discipline, as laid down by the Senior Management office or the designated representatives and as indicated in the School's Code of Conduct Policy Document.
2. I shall pay the required Registration Fee for each child of the family entering the school which is **non-refundable and non-transferable**. I understand that if I withdraw my child from the school in order to attend another school, I will be liable to pay a Registration Fee again if the child re-enters Elite International School at a later date.
3. I absolve Elite International School, Its employees and its agents from any responsibility for:
 - The loss of valuables.
 - Accidents or mishaps occasioned by participating in normal school activities including organized sports, gymnastics, informal play and practical work.
 - The welfare and safety of my child outside the official timetable day.
 - Elite International School will not accept responsibility for the safe delivery and collection of children to and/or from school unless you have contracted the school transportation service.
4. I shall give the school **at least one month notice** of my intention to withdraw my child.
5. The Persons allowed to pick up my child from the school are:

Name	Relationship with child	Contact Number

(Please, attach a copy of Qatar ID of persons allowed to pick up your child.)

I sign below having read the above Undertaking and the school's Code of Conduct Policy Document and confirms that I have understood and I agree to be bound by the terms and conditions set out in both documents.

Name: _____

Signature: _____

Date: _____

School Bus Application Form

Please fill out the form and kindly return it back to the reception desk with a map of the location of your residence. School bus fees have to be paid in advance.

Bus Service	Per Semester
Two ways	3,300
One way	2,310

This service covers all areas in Doha city except Al- Wakrah and Al- Khor areas.

Student's Name: _____ Grade : _____

Parents / Guardian's Name: _____

Parents / Guardian's Contact telephone numbers:

(Home): _____ (Work): _____ (Mobile): _____

LOCATION:

Area _____ Zone (Area's Number): _____

Street Name & No: _____

Compound/Building Name & Villa/Flat No: _____

I am responsible to take the decision to use the bus service of Elite International School for my child.

Parents/ Guardian's Signature: _____

PLEASE ATTACH A MAP OF YOUR RESIDENCE TO THIS SHEET.

A list of contact numbers will be given to the drivers in case of delay or emergency

Application form along with fees agreement form must be returned to the school within three days

APPLICATION PROCEDURE TO BE FOLLOWED BY PARENTS

EIS admits students based on EIS admission assessment policy and requirements.

Visit the school between 7:00 am and 12:45 pm to fill the entrance exam application form and submit it along with all required documents. Applications can also be downloaded from school website www.eliteintschool.com.

The documents required for entrance exam

- Duly filled entrance exam application form
- Sight of the original and copy of birth certificate
- Copy of mother's and father's valid passports and Qatar ID cards
- Sight of the original and copy of passport & valid residence Visa for students
- Sight of the original and copy of vaccination record
- Report Card (original and copy) from previous nursery/school
- Parents questionnaire
- Recommendation form from previous nursery/school.

Once a fully submitted entrance exam application is received and processed, parents will be notified of the entrance exam date. On entrance exam day, pay assessment fee for grade 1 to up (Non-Refundable and Non-transferable) and applicants will be assessed the same day by the academic team as well as the social worker. Applicants will be individually/group wise assessed. Please advise your child that the entrance exam will be done in absence of parents and parents will not be allowed to accompany them in the assessment room.

The initial admission assessment does not guarantee a seat to be held. Seats will be offered based on school board policy, priority and seat availability once a student qualifies. The result will be informed in three working days.

The successful applicants need to submit the enrollment application form along with all required documents within three days of being informed about the result. The application can be bought from the school or downloaded from school website (application processing fees will be charged at the time of submitting the application if it is downloaded from website).

Admission Documentation Requirements

- Duly filled enrollment application form and payment receipt if already paid
- Four (4) recent passport photographs
- A signed fees regulations agreement form
- Fees / Payment clearance letter from the previous school
- Completed medical form (attached with application form)
- Health evaluation certification and health record document from health center
- Letter of employment from the child's Sponsors workplace
Report Card/Certificate (original and copy) authenticated by the Ministry of Foreign Affairs of Qatar
(Only for students coming from schools outside Qatar)

Successful applicants will be enrolled at EIS once they submit the documents mentioned above on or before the date mentioned in the application form and upon the payment of registration fees (non-refundable and non-transferable) and seat reservation fees (non-refundable and non-transferable). Seat reservation fee is a part of first semester tuition fees.

Failure to pay registration fees or to submit the duly filled application form along with all required documents before the deadline will result in applicant's name being added to the waiting list.

***Note: Children in diapers will not be admitted**



ELITE INTERNATIONAL SCHOOL ARABIC AND ISLAMIC STUDIES REQUEST FORM

- 1- **Arabic language** is optional for **(Non-Arabic speakers)** ONLY
- 2- **Islamic studies** is optional for **(Non-Muslim)** ONLY

Dear Parents,

Please tick your preferences and sign the form. (Tick "YES" for the subject/s you want your child to take, tick "NO" for the subject's you don't want your child to take)

Return the filled form to the administration office

Student's name _____ Grade: _____

SUBJECT	YES		NO
	Regular Student	Listener only	
ARABIC			
ISLAMIC STUDIES			

Parent's name: _____

Signature: _____

Date: _____

Registration Information for Academic Year 2020 - 2021

Class	Minimum Age (as of 30/09/2020)	Maximum Age (as of 30/09/2020)	Cut Off Date for Registration Year Group
Pre- School	3 years	3 Years 11 months 29 days	30/09/2017
Pre- KG	4 years	4 Years 11 months 29 days	30/09/2016
KG	5 years	5 Years 11 months 29 days	30/09/2015
Grade 1	6 years	6 Years 11 months 29 days	30/09/2014
Grade 2	7 years	7 Years 11 months 29 days	30/09/2013
Grade 3	8 years	8 Years 11 months 29 days	30/09/2012
Grade 4	9 years	9 Years 11 months 29 days	30/09/2011
Grade 5	10 years	10 Years 11 months 29 days	30/09/2010
Grade 6	11 years	11 Years 11 months 29 days	30/09/2009

ELITE INTERNATIONAL SCHOOL VISION, MISSION, BELIEFS, OBJECTIVES AND VALUES

SCHOOL MISSION

Elite International School (EIS) follows the American curriculum and our mission is to prepare students to become productive and successful citizens. This includes educating them to write clearly; read with understanding; compute accurately; think; reason; analyze; and use information to solve problems.

VISION

Shaping the hearts and minds of students by providing an environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally.

OUR BELIEFS

All students:

- Can learn.
- Deserve an equal opportunity to succeed.
- Require a safe environment for learning.
- Need physical emotional and intellectual development.
- Need support from their school, families, and communities to succeed.

We:

- Focus on raising standards of achievement.
- Combine our strengths, by supporting each other to improve results.
- Practice wise management of all resources.
- Act responsibly and treat everyone with courtesy and respect.

OBJECTIVES

1. To create an educational system that will provide all students with knowledge and skills to succeed in college and careers, and as parents and citizens.
2. To provide high quality education to our students in Mathematics, Sciences, Languages, Social Studies, ICT, Etiquette and Protocol.
3. To create an educational program broadly based on the American Curriculum that maintains a balance of different components, utilizing appropriate resources and teaching methods available.
4. To promote the development of educational skills, including recall of knowledge, applied understanding, oral skills, problem solving, initiative, teamwork and investigative skills.
5. To prepare students for and equip students with required skills for internationally recognized qualifications (high school), which are acceptable at universities and institutes of higher education worldwide.

SCHOOL VALUES

Respect

EIS aims to promote respect, cooperation, communication, and courteous interactions among students, parents, staff, and administration, in order to create a positive learning environment in which an atmosphere of mutual trust is maintained. Positive attitudes and the development of professional working relationships are essential to the school.

Individualism

EIS values and encourages unique contributions of its students, staff and parents. Diversity of cultures, backgrounds, talents and interests are recognized, respected and cared for.

Excellence in teaching and learning

We remain committed to instructional effectiveness that focuses upon student's learning and progression throughout the curriculum. Professional learning, collaboration, and sharing between staff is encouraged and supported. All teachers feel responsible for improving their own skills and knowledge in order to improve the educational process. The school strives to provide opportunities for professional development throughout the year.

High Standards

The school establishes and provides academic programs that are challenging and individualized in order to promote a desire to learn. Programs provide opportunities for success at all levels through appropriate planning and instruction. Teachers must establish and maintain high expectations for students as they are necessary for achievement. EIS also aims to attain high standards in student's social and emotional development.

Integrity

An open, honest, sincere and empathetic relationship among students, parents, staff, and the local community is essential in order to maintain a healthy working environment.

Honor

We encourage and support truthfulness, trust and loyalty in an atmosphere of conduct. Fair and consistent rewards and consequences (sanctions) allow students to become responsible citizens.

Communication

To ensure student success, EIS encourages and recognizes the importance of communication among its students, parents, staff and administration. We uphold a commitment toward effective dialogue between all parties.

Responsibility

Students and staff feel responsible and take pride in their school or place of work. It is our responsibility to provide a flexible learning environment, attentive to the specific needs of our students. We are also responsible to prepare students to fulfill their civic responsibility as effective members of society.

Environment

EIS is a diverse and evolving environment that promotes excitement and interest in teaching and learning. We all operate as members of a school community and work as a team in order to promote an effective learning organization.

ELITE INTERNATIONAL SCHOOL ATTENDANCE POLICY

a) Drop Off / Pick Up

Punctuality is essential to a healthy academic environment as well as to maintain a sense of order starting from the morning. The school gate (1) will remain closed till 6:30 am and the parents are not allowed to drop the students in the school campus before 6:30 am. Parents are not allowed to use any gate other than gate (1). When parents/guardians pick up their ward from the school, pass cards must be shown to the class/ homeroom teacher. If parents/guardians fail to produce this pass card, school will not release the children until parents/guardians identify themselves with the administration.

- Students must be in school:
 - **Kindergarten** from **7:00 am to 1:10 pm.**
 - **Grade 1 to 6** from **7:00 am to 2:00 pm** on regular school days.
- Parents must inform the school about their child's absence by 8:00 am. After this time the student will be considered truant (unexcused absence).
- All students must be collected:
 - **Kindergarten** at **1:10 pm.**
 - **Grade 1 to 6** at **2:00 pm** unless they have afternoon activities.
- If the person who picks up a child is late for whatever reason, administration should be informed about the delay before 2:00 pm.

b) Lateness

Students attendance/ registration at school will be at 7:00 am.

A- Late (15) minutes after registration:

- Every Three lateness's per semester will result in a detention during school time.
- Every Ten lateness's per semester will result in a (1) hour detention after school.
- Fifteen lateness's per semester will result in a (2) hours detention after school.
- Twenty lateness's per semester will result in further suspension or possible expulsion.

B- Late more than (15) minutes after registration:

- No students will be allowed to enter the school after 7:30 am unless provided with a medical certificate or prior approval from the school administration.

Excused lateness must be pre-arranged the day before with the office.

c) Absences

- A student should only be absent in case of emergencies such as illness or death in the family.
- An absence due to sickness will be considered excused if a doctor's note accompanies the child to school.
- For students absent for two or more days due to illness, only doctor's note will be accepted.
- For students absent for more than three days without a doctor's note, the parents will be required to meet with the administration prior to returning to school.
- A student who misses an excess of ten or more days, excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.

We hope for understanding and cooperation.