



مدرسة كويست
QUEST SCHOOL

Admissions Policy

Approved by: SLT Date: 19 August 2024

Last reviewed on: 19 August 2024

Next review due by: 18 August 2026

Version	Date	Reason for most recent revision
v1.0	08/2023	SLT Changes
v2.0	08/2024	Year Group Additions
v3.0	Month Year	
v4.0	Month Year	

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1. Aims

The aims of our Admissions Policy are to:

- Ensure a fair, transparent, and inclusive admissions process for all prospective students.
- Provide clear guidance to parents, staff, and governing bodies on the school's admissions procedures.
- Ensure Quest School's values, mission, and curriculum structure align with admissions decisions.
- Support diversity and accessibility, offering appropriate admissions pathways for students of varying backgrounds and abilities.
- Uphold Bahrain Ministry of Education standards, ensuring compliance with national and international best practices.

2. Roles and responsibilities

2.1 The Head of Admissions

The Head of Admissions is Tahani Ahmed. Tahani can be contacted on tahani.ahmed@questschoolbh.com

The Head of Admissions is responsible for:

- Managing the application and enrolment process, including communication with parents.
 - Reviewing and processing admissions applications fairly and consistently.
 - Administering entry assessments in collaboration with teachers where required and coordinating trial placements.
 - Ensuring all necessary documents and fees are received before finalising admissions.
 - Communicating admissions decisions, including trial placements and conditional admissions.
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- Maintaining accurate records of student enrolment, waiting lists, and appeals.

2.2 The Principal

The Principal is responsible for:

- Overseeing the admissions policy implementation, ensuring fairness and compliance.
- Making final decisions on admissions appeals, trial placements, and conditional admissions.
- Liaising with the Senior Leadership Team (SLT) and Board on enrolment trends and capacity.
- Ensuring the school can effectively support all enrolled students, including those requiring additional learning support.

2.3 The Governing Board

The Governing Board has ultimate responsibility for:

- Ensuring the Admissions Policy aligns with the school's strategic direction and long-term vision.
- Reviewing admissions trends and enrolment capacity to guide school planning.
- Upholding compliance with local regulations and educational quality frameworks.

2.4 Parent & Guardians

Parents/guardians play an essential role in the admissions process and are responsible for:

- Submitting complete and accurate applications within the designated timelines.
- Providing all required documentation, including school reports, assessments, and health records.
- Informing the school of any additional learning needs or specialist support required.
- Engaging with the school in the case of trial placements or conditional admissions.
- Supporting their child's transition and collaborating with teachers and administrators for a smooth start at Quest School.

3. Admissions Process

Prospective parents/guardians must complete the Quest School Admissions Form, available:

- On our website
- At the Admissions Office

Applications can be submitted:

- Via email: admissions@questschoolbh.com
- In person at the Admissions Office

A non-refundable application fee is required at the time of submission. Once an application is received the Head of Admissions will be in contact with prospective parents/guardians to arrange a time for assessment.

4. Admissions Age & Group Placement

Quest School follows the Cambridge Curriculum, which aligns with the National Curriculum of England standards and normally places students in the appropriate year group based on their age as of 31st August. We also take into account the student's academic progress, social and emotional needs, and overall readiness for the year group.

In special cases, where it is deemed necessary and in the best interest of the child, the school may consider placing a student outside of their chronological age group. Any such cases must be raised to the Principal for review and will be subject to approval from the Bahrain Ministry of Education.

Year Group	Age by 31st August
Nursery (FS1)	3 years old
Reception (FS2)	4 years old
Year 1	5 years old
Year 2	6 years old
Year 3	7 years old
Year 4	8 years old
Year 5	9 years old
Year 6	10 years old
Year 7	11 years old
Year 8	12 years old
Year 9	13 years old
Year 10	14 years old

5. Required Documentation

At the time of application, parents must submit:

- Completed Admissions and Medical Form
- Copy of student's passport and visa (if applicable)
- Copy of parent/guardian's passport and CPR
- Student's birth certificate

- Latest school reports (for Year 1 and above)
- Transfer certificate (if transferring from another school)
- Vaccination records
- SEN documentation or specialist reports (if applicable)

6. Admission Criteria & Allocation of Places

Admission to Quest School is based on a range of factors, ensuring that students can thrive in our learning environment. Places are allocated based on:

- Availability of space in the requested year group.
- Academic performance as demonstrated in previous school reports and/or entrance assessments.
- Social and emotional readiness, ensuring students can positively integrate into the school community.
- Siblings of current students, who may receive priority consideration.
- Special Educational Needs (SEN) support availability, ensuring the school has the resources to provide appropriate learning support.

If a year group is full, students may be placed on a waiting list. Conditional admission may be offered in certain cases, requiring additional learning support, shadow teachers, or specific learning interventions. (As previously detailed)

7. In-Year Admissions

Quest School accepts applications for in-year admissions, subject to space availability in the requested year group. The process for in-year admissions follows the same criteria as standard admissions:

- Completion of all required documentation.
- Review of academic and behavioural history.
- Student assessment (if required).
- Interview with school leadership (if deemed necessary).
- The Ministry of Education allows for the transfer of a student in Bahrain at the time of application.

Decisions on in-year admissions are made on a case-by-case basis, ensuring that new students receive the necessary support for a smooth transition.

8. Waiting List Policy

If a year group is at full capacity, students will be placed on a waiting list. Admission from the waiting list is prioritised based on:

- Sibling status of current Quest School students.
- Date of application submission.
- Student suitability based on academic, behavioural, and social factors.
- Availability of learning support services (if applicable).

Being placed on the waiting list does not guarantee admission. Parents will be notified as soon as a space becomes available.

9. Commitment to Inclusivity, Trial Placements & Conditional Admissions

Quest School is committed to inclusivity, welcoming students from diverse backgrounds and learning needs. To ensure the best fit for both the student and the school, we offer the following options:

- Trial Placements: In cases where suitability for admission is unclear, students may be offered a trial period of up to two weeks in a classroom setting. This allows teachers to observe their engagement, learning abilities, and behaviour before confirming enrolment.
- Conditional Admissions: Some students may be admitted with specific conditions, such as:
 - The requirement of a shadow teacher for additional support.
 - Regular participation in academic intervention programs.
 - Scheduled progress reviews to assess the student's ongoing suitability.
 - Parental agreement to provide additional support outside of school.

All conditional offers will be reviewed in collaboration with parents and school leadership, ensuring each student has the necessary support to succeed.

10. Admissions Appeal Process

If an application is unsuccessful, parents may appeal the decision by:

1. Submitting a formal written appeal to the Principal within 10 working days of receiving the decision.
2. Review by an independent panel, which will reassess the application and supporting evidence.

3. Final decision communicated to parents within 10 working days following the appeal meeting.

The decision of the appeals panel is final. Quest School aims to ensure that all appeals are handled fairly and transparently.

11. Withdrawal & Readmission

11.1 Withdrawal Process

Parents who wish to withdraw their child from Quest School must:

- Provide **one term's written notice** to the Admissions Office.
- Settle any **outstanding fees** prior to withdrawal.
- Collect all **student records and transfer documents** from the school administration.

11.2 Readmission

If a withdrawn student seeks re-admission, they must:

- Submit a new **admissions application**.
- Complete **entry assessments** (if required).
- Be subject to space availability in the requested year group.
- If a child has not attended the school for more than one calendar year they are required to pay registration fees.

Previous attendance at Quest School does not guarantee automatic readmission. The school will review each readmission request based on academic and behavioural considerations.

12. Monitoring & Policy Review

The Principal and Admissions Team will review the Admissions Policy annually to ensure it aligns with:

- Enrolment trends and school capacity.
- Best practices for inclusivity and student placement.
- Bahrain Ministry of Education and BQA requirements.

Any policy updates or revisions will be presented to the Governing Board for approval before implementation.

13. Links with Other Policies

This policy links with:

- Inclusion & Special Educational Needs (SEN) Policy – Outlining support provisions for students with additional learning needs.
- Behaviour Policy – Defining school-wide expectations for student conduct.
- Safeguarding & Child Protection Policy – Ensuring student well-being and safety throughout the admissions process.
- Fee Payment & Refund Policy – Explaining financial obligations for newly admitted students.

Any policy updates or revisions will be presented to the Governing Board for approval before implementation.