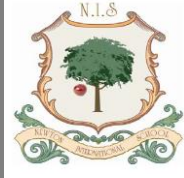




The Newton Group

www.newtoninternationalschool.edu.qa

An international community of learners striving for excellence and celebrating success



Inter-School Transfer Policy

Our Vision

An international community of learners striving for excellence and celebrating success.

Our Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Aim of Policy:

To ensure student transfers between Newton schools are successful and meet all the school requirements.

Transfer Requirements

All pupils are eligible for a transfer within the Newton group of schools. Pupils may transfer within the Newton schools at any time throughout the academic year, if the request submitted by the parents is agreeable and it is approved by the Ministry of Education and Higher Education (MOE). The request must be submitted in writing. The request needs to be reviewed and approved by the CEO prior to being submitted for MOE approval.

Approved transfers are not automatically guaranteed. All transfers are dependent on the availability of space within the year group at the school to which the pupil will be transferring as well as the approval of the Ministry of Education and Higher Education as is required.

A transfer application must be completed in full by parents wishing to transfer their child to another Newton school campus. Once completed applications have been received, approved and processed, parents will receive communication from the Admissions Office. Parents should be

informed by the receiving school of any fees changes that may be applicable. Transfer applicants are required to have the documents listed below in their files.

Transfer applications will not be accepted unless all requested documents are submitted.

- Copy of Student's Passport
- Copy of Updated Residency Permit (RP)
- Copy of the Mother's Passport, RP and Visa
- Copy of the Father's Passport, RP and Visa
- Original termly academic (**must be stamped**) reports from the previous two years
- Original behavioural reports from the previous two years (if applicable)
- Copy of child's Birth Certificate
- Copy of child's Health Record
- Medical Records
- Any Equivalency/Approvals they may have been given from the MOE.

Records from previous school:

The receiving school should contact the former school if any documents/details are missing from the pupils transfer information. It is the duty of the former school to make sure that the receiving school has all the necessary documents needed for the transfer process to be successful.

During the transfer process, the former school and the receiving school need to liaise with each other regarding any important information that needs to be exchanged e.g. academic or behaviour concerns or any important information that might be helpful to the receiving school.

However, no school has the right to refuse a transfer without the approval of the CEO.