



(Under the supervision of the Ministry of Education and Higher Education, Qatar)

At Podar Pearl School we have strived to make our admission process as simple as possible to ensure that all prospective parents enjoy a stress-free application experience.

Step 1: Admission Enquiry:

Submit the online Enquiry Form at <https://podarpearlschool.org/admission/>. Our Admissions Team will get back to you to answer your questions and collect the required information.

Step 2: Verification of Age and QID Availability

For any students to secure admission in Podar Pearl School, QID is a mandatory document and the age criteria is as follows:

Curriculum	Academic Year	Grade	Birth from	Birth to
CBSE	2023-2024	Class KG1	10/1/2018	3/31/2020
CBSE	2023-2024	Class KG2	10/1/2017	9/30/2019
CBSE	2023-2024	Class 1	10/1/2015	9/30/2018
CBSE	2023-2024	Class 2	10/1/2014	9/30/2017
CBSE	2023-2024	Class 3	10/1/2013	9/30/2016
CBSE	2023-2024	Class 4	10/1/2012	9/30/2015
CBSE	2023-2024	Class 5	10/1/2011	9/30/2014
CBSE	2023-2024	Class 6	10/1/2010	9/30/2013
CBSE	2023-2024	Class 7	10/1/2008	9/30/2012
CBSE	2023-2024	Class 8	10/1/2007	9/30/2011
CBSE	2023-2024	Class 9	10/1/2006	9/30/2010
CBSE	2023-2024	Class 10	10/1/2005	9/30/2009
CBSE	2023-2024	Class 11	10/1/2004	9/30/2008
CBSE	2023-2024	Class 12	10/1/2003	9/30/2007

Step 3: Registration

To convert your enquiry to an application you will receive a link with the Login Details on your registered email Id. Please fill the Complete Application Form by attaching the required documents.

Step 4: Entrance Test (for KG2 onwards), School Visit, Submission of Documents & Interaction with the Principal / Coordinator

- Parents / Guardians will receive an invitation email with the date and time to visit the school campus for an entrance test. A List of Documents will also be attached along with the email. The Entrance Test Syllabus is available on the School Website below the Tab "Admissions".
- Document collection will happen at the same time. Parent will have to bring the photocopies of the documents as per the list received.

The following documents need to be submitted along with the Registration Form at the time of Entrance Test. Entrance Test will not be conducted without the submission of the hard copies of the following documents

- One Photocopy of QID of the Father, Mother and Child.
- One Photocopy of Passport of the Father, Mother and Child (first & last page)
- One Photocopy of Birth Certificate.
- One Passport Size Photograph each of the Child, Father and Mother.

- c) After the entrance test and the paper correction A meeting will be scheduled with the Principal / Academic Coordinator.
- d) Your ward will be allotted the section at the time of Interaction

Step 5: Meeting with the Transport Coordinator

Parent must meet the Transport Coordinator to check for the availability of seat in the bus and to know the process to apply online for transportation.

Step 6: Payment of Fees

Once the above steps are satisfactorily completed parents can pay the registration and caution deposit in the accounts department and confirm the admission.

The remaining documents to be submitted once the admission is confirmed – list follows:

- Original attested T.C (Attestation from MOFA Qatar is mandatory)
- One Photocopy of Report Card of child's previous class. (all terms)
- One copy of Blood Group Certificate.
- One Photocopy of Child's Vaccination.
- One Photocopy of Child's Health Card.

Step 7: Collection of Vacancy Letter

Parent can collect the Vacancy letter from the Admissions I/Charge after the payment of fees.

Step 8: After the Generation of Admission No

Once the Fees are paid and documents are submitted, you will receive an Admission Confirmation E-mail, from the school along with a document with all the relevant information (Online Payment procedure, Parent Portal Login Process, MS Teams Process, Important contact numbers.)

Step 9: Payment of Tuition, Transport, Books, Uniform, ID Card Fees

Parents can pay the tuition, transport, books, uniform and ID card fees after they received the intimation from the school (For the admissions before the beginning of the academic year)

Parents can pay the tuition fees, transport, books, uniform and ID card fees on the same day of admission (For the admissions after the beginning of the academic year)

Parents will be intimated of the date and Time to collect the Books, Uniform and ID Cards.

ACCEPTANCE OF ADMISSION:

- a) Students are admitted on First Come, First Served basis depending on vacancies.
- b) 60 percent of marks in the entrance test is a requirement to secure the admission.
- c) Meeting the age criteria set by the MOE
- d) Availability of Students Qatari ID
- e) The school reserves the right to admissions. In all matters pertaining to admission, the decision of the Admission Committee will be final.

ADMISSION PROCEDURE (Class- XI)

The admissions taken for Grade XI before the results will be considered as "Provisional Admission" till the student's board result for class X is declared.