



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

❖ Age criteria is as follows:

Curriculum	Academic Year	Grade	Birth from	Birth to
CBSE	2023-2024	Class KG1	10/1/2018	10/1/2019
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

❖ A valid Qatari Id Card of the student is required to secure admission in Podar Pearl School.

Step 3: Registration

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

Step 4: Entrance Test (for KG2 onwards), School Visit, Submission of Documents & Interactions 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 required Documents along with the Entrance Test syllabus is available on the School Website below the Tab "Admissions".
- Please Note**, 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) If the admission for your ward is confirmed he / she will be allotted the class & section.

Step 5: Meeting with the Transport Coordinator

Parents are requested to meet the Transport Coordinator to check the seat availability in the bus and to know the process on how to apply for transportation through Parent Portal.

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 all the relevant information (Online payment procedure, Parent Portal login, SOP for Microsoft Teams, Transport Application, important contact details, etc.)

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

❖ For students admitted **before** the beginning of Academic Year

Parents can pay the tuition, transport, books and uniform fees after receiving an intimation & collect books and uniforms from the school stores

❖ For students admitted **after** the beginning of Academic Year

Parents can pay the tuition fees, transport, books and uniform fees on the same day of admission & collect books and uniforms from the school stores

ACCEPTANCE OF ADMISSION:

- a) Students are admitted on First Come, First Served basis depending on vacancies.
- b) 60% marks in entrance test is a requirement to secure 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)

Admissions taken for Grade XI will be considered as "Provisional Admission" until the student's board result for class X is declared.