At Podar Pearl School, we have strived hard to make our admission process transparent and simple as possible. Our objective is to provide an opportunity to every child to get education in line with our vision and mission and country's national vision. Thus, we have established a stress-free application process.

Step 1: Admission Enquiry:
Submit an online Enquiry Form at **https://podarpearlschool.org/admission/**. Our Admissions Team will get back to you to answer your queries and collect the required information.

Step 2: Verification of Age and QID Availability
The child should meet the age criteria as prescribed by the Ministry of Education and Higher Education, Qatar and affiliated body, CBSE as per the attached schedule.

> ❖ A valid Qatari ID Card of the student is **Mandatory** to secure admission in Podar Pearl School.

Step 3: Registration
Once the admission enquiry is received, depending upon the availability of the seats, the Admission Team will send a link to the registered email ID with the Login Details. The Parent should fill in the application with correct and complete details. Application with incorrect and incomplete details will be rejected.

After checking the application and suitability of the child to the stage applied, the Admission Team will notify the Parents / Guardians by sending an invitation email with the date and time to visit the school campus for an entrance test / Interaction.

Step 4: Entrance Test
There is no entrance test for beginners (KG1). However, there will be an interaction session with the Headmistress and the School Counsellor.
If the admission for your ward is confirmed, he/she will be allotted a class and section

From KG2 onwards
The Entrance Test syllabus along with list of required Documents are available on the School Website under the Tab "Admissions".

Parents / Guardians are required to bring 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.
- Original attested T.C (Attestation from MOFA Qatar is mandatory from Class 2 onwards)
- One Photocopy of Report Card of child's previous class. (all terms from KG2 onwards)
- One copy of Blood Group Certificate.
- One Photocopy of Child's Vaccination.
- One Photocopy of Child's Health Card.

Please Note that no Entrance Test / Interaction will be conducted without the submission of the hard copies of the above documents.

Step 5: Meeting with Principal/Coordinator

After the evaluation of the Entrance Test, a meeting will be scheduled with the Principal / Headmistress and the School Counsellor.

If the admission for your ward is confirmed he / she will be allotted a class & section.

Step 6: 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 7: Payment of Fees

Once the above steps are satisfactorily completed, the parents should pay the fees including registration, caution deposit, Term Tuition fees and Term Transportation fees (if applicable) with Cashier at the same time to confirm the Admission.

Please note that admission will not get processed without payment of fees. If the fees are not paid within one week from the date of granting admission by the Principal, the application will stand cancelled and there will not be any re-admission process.

Step 8: Collection of Vacancy Letter

If the child is a transfer from other school in the country and the Parent requires a Vacancy letter, it can be collected from the Admissions I/Charge after the payment of fees.

Step 9: After the Generation of Admission Number

Once the Fees are paid and admission is granted, 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 10: Payment of Books, Uniform, ID Card Fees

Parents can pay books and uniform fees after receiving an intimation & collect the same 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 Ministry of Education & Higher Education and C.B.S.E.
d)   Valid Qatari ID.
e)   **In all matters pertaining to admission, the decision of the   Admission Committee shall 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.

Admission Age Criteria 2026-2027				
Grade	Birth from	Birth to	Maximum Age (As per MOE) As on 30th Sept 2026	Minimum Age (As per CBSE) As on 30th Sept 2026
Class KG1	1st Oct 2021	30th Sept 2022	4 years 11 months 29 days	4 years 0 months 0 days
Class KG2	1st Oct 2020	30th Sept 2021	5 years 11 months 29 days	5 years 0 months 0 days
Class 1	1st Oct 2018	30th Sept 2020	7 years 11 months 29 days	6 years 0 months 0 days
Class 2	1st Oct 2017	30th Sept 2020	8 years 11 months 29 days	6 years 0 months 0 days
Class 3	1st Oct 2016	30th Sept 2019	9 years 11 months 29 days	7 years 0 months 0 days
Class 4	1st Oct 2015	30th Sept 2018	10 years 11 months 29 days	8 years 0 months 0 days
Class 5	1st Oct 2014	30th Sept 2017	11 years 11 months 29 days	9 years 0 months 0 days
Class 6	1st Oct 2013	30th Sept 2016	12 years 11 months 29 days	10 years 0 months 0 days
Class 7	1st Oct 2011	30th Sept2015	14 years 11 months 29 days	11 years 0 months 0 days
Class 8	1st Oct 2010	30th Sept 2014	15 years 11 months 29 days	12 years 0 months 0 days
Class 9	1st Oct 2009	30th Sept 2013	16 years 11 months 29 days	13 years 0 months 0 days
Class 10	1st Oct 2008	30th Sept 2012	17 years 11 months 29 days	14 years 0 months 0 days
Class 11	1st Oct 2007	30th Sept 2011	18 years 11 months 29 days	15 years 0 months 0 days
Class 12	1st Oct 2006	30th Sept 2010	19 years 11 months 29 days	16 years 0 months 0 days