

المدرسة القطرية - الفرنسية فولتير
Lycée Franco-Qatarién Voltaire

ADMISSION POLICY



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1 Introduction

The main objective of this document is to present the admission policy of the Lycée Franco-Qatarien Voltaire and the registration procedures. It is mainly intended for internal procedures but also made available to families living in Qatar and abroad.

All the conditions of admission to the Lycée Franco-Qatarien Voltaire are in strict compliance with the circulars of the Ministry of Education and Higher Education of the State of Qatar.

We attach to this document all the documents related to the registration file.

2 The particularities of the Lycée Franco-Qatarien Voltaire

The Lycée Franco-Qatarien Voltaire offers a school curriculum that complies with the requirements and programs of the French Ministry of Education and Youth, with a strong emphasis on Arabic and English. The IB diploma program, in French, is offered to students who choose it during the last two years of study.

The Arabic language is the national language of the country. It is taught to all students and the Islamic religion is taught to Qatari students and Muslim students who wish to do so.

The wearing of a uniform is compulsory from the first prekindergarten class.

All students are taught in French, Arabic and English. From the fifth grade on, students also learn Spanish. (Refer to the language policy).

The school is committed to keeping class sizes under control (less than 20 students per class).

The Lycée Franco-Qatarien Voltaire is spread over 3 campuses:

- West-Bay campus, mixed primary school from PS to CM2, mixed secondary school from 6th to 8th grade.
- Al Waab campus, mixed primary school from PS to CM2.
- Salwa Campus, Coeducational Middle & High School from 6th grade to 12th grade.

NB: The IB section will only be at the Salwa Campus for the last two classes.

3 Conditions of registration in the IB Diploma Programme

The school is open to all children of all nationalities, from the small kindergarten section to the Grade 12 class.

The Lycée Franco-Qatarien Voltaire welcomes all students regardless of their state of health. It admits students with physical, learning or social/emotional/behavioral needs. An individualized and confidential reception project is dedicated to each student with special needs. A protocol of health care and support by the medical staff allows the student in question to enjoy a caring follow-up within a serene schooling.

The International Baccalaureate (IB) Diploma Programme is designed for students aged 16 to 18. It aims to educate students who have an excellent foundation of diverse and in-depth knowledge, and who thrive physically, intellectually, emotionally and ethically.

The Lycée Franco-Qatarien Voltaire intends to offer the full Diploma to students who choose it. Grade 10 students will be guided by the guidance counsellor, the IB coordinator and their own teachers in their choice of subjects and levels.

Orientation sessions happen in classes during the homeroom time, starting from December of the Grade 10 year. An orientation night is also organized by the school. Grade 10 students and their parents are invited. The different options are explained through presentations and questions and answers sessions.

Registration for the IB Programme will be done through a registration form which is annexed to this policy at its next revision stage (Appendix 1). This form will be signed by the students concerned and by their parents before they enter the first year of the Diploma.

Individual interviews are held with students upon submission of the form to make sure their choices are understood. Students are asked if they need to make any changes at the end of their Grade 10 class. A grace period at the beginning of Grade 11 (DP1) is given to students in case they need to make additional changes.

At the beginning of Grade 12 (DP2), interviews will take place with students who are having difficulty coping with the requirements of their diploma. A proposal to take Diploma courses will be considered.

Finally, students should be aware that failure to adhere to administrative policies (Admission policy, language policy, assessment policy, access and inclusion policy, academic integrity policy) and to the attendance regulations imposed by the IB, will result in the cancellation of their enrollment in the IB Programme. (Appendix 2).

3.1 The IB curriculum

The curriculum consists of six subject groups and the core curriculum. The core includes the Theory of Knowledge, the Creativity, Activity, Service program, and the extended essay.

Most subjects are taught in French (language of instruction of the programme). Few subjects will be taught in English, such as the Arts or a Groupe 3 or 4 subject in order to give students the chance to obtain a bilingual Diploma.

The Arabic language, the official language of the country is compulsory and imposed by the national program to all Arabic students. (Refer to the language policy).

Students with special educational needs are supported by the access and inclusion department. Special arrangements are made for them before and during internal and external exams and this in compliance with the special IB arrangements. (Inclusion policy).

The six subject groups are:

- Groupe 1: Language A
- Groupe 2: Language B
- Groupe 3: Individuals and societies
- Groupe 4: Sciences
- Groupe 5: Maths
- Groupe 6: Arts

Through the core subjects of the Diploma Programme, students reflect on the nature of knowledge (ToK), conduct independent research (EE) and complete a project that often involves community service (CAS).

IB learners:

- a) Are encouraged to think critically and solve complex problems;
- b) Take responsibility of their own learning;
- c) Are at the heart of educational programs that are likely to open the doors of the most prestigious universities in the world;
- d) Are more sensitive to different cultures;
- e) Are able to interact with others in an increasingly globalized and changing environment.ES

The Lycée Franco-Qatarien Voltaire application process consists of four steps. (Appendix 3)

Step 1: Pre-registration file

To register at Lycée Franco-Qatarien Voltaire, families must log in to <https://lyceevoltaire.eduka.school/login> and submit documents (Appendix 4) on the EDUKA platform.

Presentation of EDUKA

EDUKA is a platform for administrative and financial management of students. It ensures better communication with families (*file updates, financial situation, registration for extracurricular activities, real-time monitoring of admission procedures, etc.*).

EDUKA is essential for:

- a) Register children for extracurricular activities;
- b) Get his quarterly invoices;
- c) Update your contact information.

An incomplete application will not be considered.

3.2 Step 2: Interview and entrance test

An assessment interview with the student from another school will take place. An entry test is carried out if the data submitted by the originating school is not sufficient.

3.3 Step 3: Management Decision

- a) Acceptance: an acceptance email is sent to the family in case of a favorable decision.
- b) File refused: if the file is refused, an official email is sent.
- c) Waiting list: an email is sent. However, if a place becomes available, the family will be contacted.

The priority order of this waiting list concerns children of Qatari or French nationality, as well as students from the worldwide network of schools approved by the French National Education.

3.4 Step 4: Final Registration / Withdrawal

Final registration

The final registration of the child will be subject to the production of additional documents concerning his or her schooling (the report card of the third term of the current year with a passing grade and an overall average often greater than or equal to 10/20 or the equivalent grade in other educational systems) and to the payment of the first registration fee and the deposit on the first term's school fees.

The initial registration fee is non-refundable and paid only once during the student's schooling.

Withdrawal

Any departure of a child must be formalised by sending the school's departure form available on the EDUKA platform or an email to: inscriptions@voltairedoha.com.

The date of receipt of the form will be considered as the starting point for the departure procedure. Invoicing is established in proportion to the number of days of schooling. Discharge documents, necessary for enrolment in another school, are issued after confirmation by the accounts department that the sums due to the school have been paid; textbooks and any other material made available by the school are returned.

4 Logistics and Technicity

The IB Diploma Programme admissions policy was based on the existing admissions policy at Lycée Franco-Qatarien Voltaire. It was developed by the admissions staff in collaboration with the IB Diploma Programme director, the programme coordinator and the DP teaching teams. Staff members were informed of the process of updating the policy and participated in its revision.

5 Availability and communication of the admission policy

The IB Diploma Programme director is responsible for communicating the policy to teachers and parents. The admission policy is communicated to staff, families and students in a variety of ways to ensure that it is received and implemented.

The admission policy is made available to all members of the school's faculty as an electronic copy on the common Google Drive specific to the IB section, to ensure accurate tracking of updates and revisions.

The policy is also available on the school website in English, French and Arabic in order to maximize understanding, to reach the maximum number of individuals within the Lycée Franco-Qatarien Voltaire's multilingual community and to meet the requirements of the school's language policy and assessment policy.

6 Review Process

The director of studies, the IB coordinator and designated teachers are responsible for reviewing and updating the policy, which is done in collaboration with the academic leadership team and admissions staff. Feedback from other stakeholders, such as parents and students, should also be taken into account in the review process. The review takes place annually or as the IB updates and contextual changes, under the supervision of the director of studies.

7 References

International Baccalaureate Organisation (2021).

Becoming an IB World School <https://ibo.org/fr/become-an-ib-school/?id=10>

International Baccalaureate Organization (2021). Approaches to learning'.

The International Baccalaureate.

https://xmltwo.ibo.org/publications/DP/Group0/d_0_dpatl_gui_1502_1/static/dpatl/fr/guide-apr-to-learn.html (Date accessed: August 2021)

Agency for French Education Abroad aefe <https://www.aefe.fr/>

8 Appendices

Appendix 1

Orientation Form IB DP – Subjects choices

Dear parents, Dear students of Grade 10 (Seconde)

From the school year 2022 - 2023, the Lycée Franco-Qatarien Voltaire offers the IB diploma program DP in French, for the last two years of study.

If you opt for the IB DP, you are requested to choose your subjects on this sheet which replaces the dialogue sheet for the French Bac streams.

Please consider the following important points before choosing your subjects.

- Your areas of interest and what you are good at
- What would you like to study at university
- University prerequisites (see note below)*
- Advice from your teachers, the guidance counselor and others who know you well.

Presentation of the IB DP Programme

The diploma program (**IB DP**) is a **two-year Programme (DP1 & DP2)**. It comprises 6 main subjects and 3 core subjects. Everything is organized around the core that embodies the philosophy of the IB.

The Core Subjects are mandatory for every IB student

- Theory of knowledge (TOK)
- Creativity, Activity, Service (CAS)
- The Extended Essay (EE)

The 6 Subjects with 2 levels each: Standard (SL) and Higher (HL)

The choice of the good combination

Students choose one subject from each of the six academic areas (Groups), although they can, instead of an arts subject, choose two subjects from another area. Normally, three subjects (and not more than four) are taken at higher level (HL - 4 hours per week), and the others are taken at standard level (SL - 3 hours per week).

HL students follow the same courses as SL students. They have an additional lesson, one hour per week.

All subjects have the same coefficient whether they are SL or HL.

A bilingual diploma is awarded to candidates who choose to study Language and Literature subjects in French and Arabic.

Subjects choices:

In each group, **you choose (circle please) 1 subject, 1 Level.**

All students must choose French A, either Literature or Language and Literature.

All Arab students must choose the Arabic language A, imposed by the government.

The Muslim religion is taught to Muslims during study hall hours.

Subject Groups	Subject choices			Levels	
Groupe 1 : Français A	Littérature	Langue et Littérature		SL	HL
Arabe A	Langue et Littérature			SL	HL
Groupe 2 : Langue B	Arabe B			SL	HL
	English B			SL	HL
Groupe 3 : Individus et sociétés	Histoire	Gestion des entreprises		SL	HL
Groupe 4 : Sciences	Science du sport, de l'exercice et de la santé	Biologie	Systèmes de l'environnement et sociétés (SL)	SL	HL
Groupe 5 : Maths	Applications et interpretation			SL	HL
Groupe 6 : Arts	Visual Arts (to be omitted if you choose 3 languages – French, Arabic and English)			SL	HL

*University Prerequisites.

The IB is the program the most widely recognized by universities in Qatar and around the world.

To pass the IB Diploma, the student should have attained a total grade point score of 24 out of 42.

Universities in Qatar in which the IB Diploma students are admitted:

- **Lusail University:** (College of law, college of commerce and business, college of education and arts). Voltaire students have a priority upon others.

NB: Lusail University offers Programs such as Law and Economy in French and in collaboration with the Sorbonne University.

- **Georgetown University:** (International Politics - Culture & Politics – International Economics - International History); Major related courses are necessary. The most competitive profiles are admitted.
- **Carnegie Mellon University:** (biological sciences - business administration - computer science - information systems); Major related courses are necessary. The most competitive profiles are admitted.

- **Virginia Commonwealth University:** There are no specific subjects or prerequisites to be taken before applying. The most competitive profiles are admitted. Visual Arts subject is recommended.
- **Northwestern University:** (Communication - Journalism) Major related courses are recommended. The most competitive profiles are admitted.
- **Qatar University:** Completion of the full IB Diploma.
- **Military Program in Qatar and the aviation program:** IB Diploma students have a credit upon other students applying for these programs.
- **Universities in France:** The IB is recognized by French universities. Subject selection is fully dependent on the major and they base their admissions on individual profiles. Completion of the full IB Diploma is required.
- **Universities in the States, Canada, United Kingdom and other world universities:** Completion of the full IB Diploma is usually necessary. Subject selection depends on the university and/or major in question. The most competitive profiles are admitted under the international student quota and admissions regulations.

NB. Please remember that the final decision to open classes or not for the next academic year will depend on the numbers of students choosing the class. Where there are insufficient numbers of students for a class, the students who chose that subject will be informed individually and will be given the chance to select another subject instead. The same applies for adding new classes upon request and demand.

Hiam El Zakhem
IB Director

Parent's name and signature:

Name: -----

Date: -----

Signature : -----

Student's name and signature :

Name: -----

Date: -----

Signature : -----

Compliance Form to IB Policies at Lycée Franco-Qatarien Voltaire

I, undersigned (Name of the student) Have read and understood the following IB policies

The admission policy.

The language policy.

The inclusion policy.

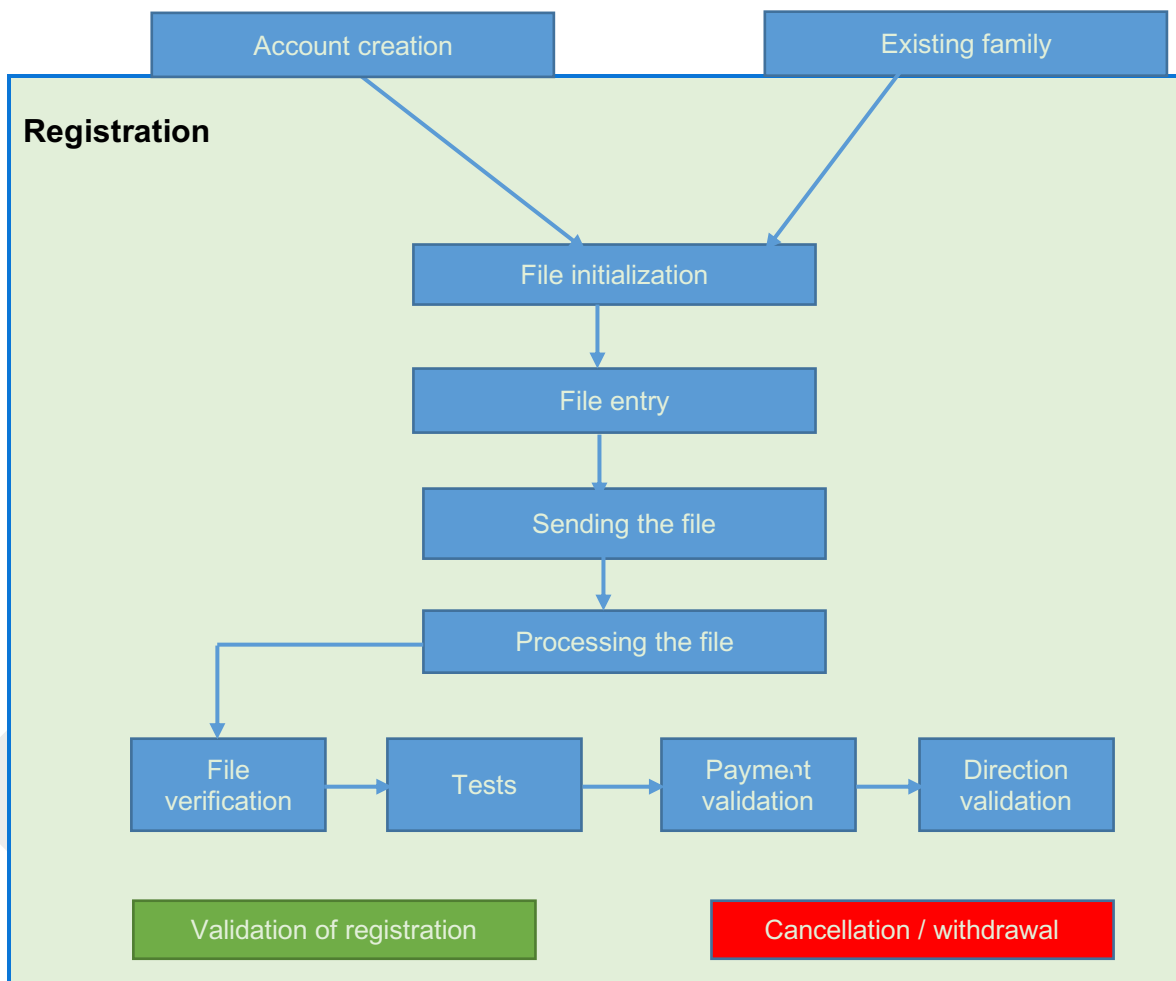
The assessment policy.

The academic integrity policy.

Student's signature :

Parent's signature :

Date:



Appendix 4

List of documents to be provided

- 2 recent passport photos of the student.
- Copy of the student's up-to-date vaccination record.
- Completed medical form to which is attached the certificate of practice of the sport signed by the parents and the doctor (documents can be downloaded from our website).
- "Student Health Report" prepared at the Primary Health Care Cooperation in Doha.
- Copy of the student's and parents' (father and mother) valid passports.
- Copy of both sides of the student's valid QID (Qatar Residency Permit) which must be submitted before the student starts school.
- Copy of the family record book or birth certificate.
- Copy of both sides of the parents' valid QID.
- In the event of divorce, a copy of the official judgement specifying parental authority and schooling arrangements for the student.
- Copy of the school booklet or report cards for the current year and the last two years with the notice of passage of the class council - **translated into French**.
- Employer's certificate from both parents concerning the payment of school fees (see financial regulations).
- Dated and signed financial regulations (downloadable document on our website).
- Cancellation certificate to be submitted before the start of the school year.
- The report card of the third term with a notice of passage: for students coming from schools inside Qatar, parents undertake to provide it at the beginning of the school year, for Qatari students coming from schools abroad, parents undertake to make the equivalence of the report card with the department of equivalence of certificates at the level of the Qatari Ministry of Education, for students coming from abroad, the report card must be legalized with the Ministry of Foreign Affairs of Qatar.
- For students entering DP1, a signed copy of the orientation form with subject choices and levels.
- A signed copy of the compliance form to Policies at Lycée Franco-Qatarien Voltaire
- For students entering DP2, a statement of grades obtained in the previous school year DP1.

Appendix 5

Grade Level Guide

Age before December 31 Age before December 31 السن قبل 31 ديسمبر	British System UK grade level النظام البريطاني	French system French grade level النظام الفرنسي	International baccalaureate I B Programs البكالوريا الدولية	Qatar System Qatar level النظام القطري	American System American grade level النظام الأمريكي
3	Nursery/FS1	PS	Primary Years Programme- Early Years	PreKG	PreKG
4	Reception/FS2	MS		KG1	KG1
5	Year 1	GS	Primary Years Programme (PYP)	KG2	KG2
6	Year 2	CP		Grade 1	1 st grade
7	Year 3	CE1		Grade 2	2 nd grade
8	Year 4	3RD GRADE		Grade 3	3 rd grade
9	Year 5	CM1		Grade 4	4 th grade
10	Year 6	CM2		Grade 5	5 th grade
11	Year 7	6 th		Middle Years Program (MYP)	Grade 6
12	Year 8	5 th	Grade 7		7 th grade
13	Year 9	4 th	Grade 8		8 th grade
14	Year 10	3 rd	Grade 9		9 th grade
15	Year 11	2 nd grade	Grade 10		10 th grade
16	Year 12	1 st	Diploma Program	Grade 11	11 th grade
17	Year 13	Final year		Grade 12	12 th grade

Appendix 6

1- List of documents to be provided

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Pi%C3%A8ces%20%C3%A0%20provide%202021-2022.pdf>

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Pi%C3%A8ces%20%C3%A0%20provide%202021-2022-AR.pdf>

2- Rules of Procedure

http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Guide_Vivre_ensemble_21_22.pdf

http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/AR_R%C3%A9glement%20int%C3%A9rieur2021.pdf

3- Financial Regulations

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/R%C3%A8glement%20financial%202021-2022.pdf>

4- Rates

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/grille%20tarifaire%202021-2022.pdf>

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/grille%20tarifaire%202021-2022%20ARABE.pdf>

5- Medical form

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Fiche%20m%C3%A9di wedge%202021-2022%20EN.pdf>

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Fiche%20m%C3%A9di wedge%202021-2022%20ANG.pdf>

<http://www.lyceevoltaire.org/sites/default/files/document/Inscriptions2021/Fiche%20m%C3%A9di wedge%202021-2022%20AR.pdf>