

ADMISSION POLICY

POLICY INFORMATION

Policy Owner	Superintendent
Applicable To	Parents – Students - Staff
Last Updated	2026
Next Review Date	2027

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. INTRODUCTION

LSQ is guided by the official Lebanese Curriculum, complemented by International Standards to provide high-quality education for all its learners, in all stages (NRS/PS till GR12/ES3). The school is committed to creating a safe learning environment by improving students' wellbeing and equipping them with 21st century skills to reach their full potential.

2. PURPOSE

The Admission Policy aims to facilitate the admission process for the applicants by outlining the general guidelines and required documents.

3. ADMISSION ELIGIBILITY

LSQ welcomes families from Lebanese and Qatari nationalities. It is sufficient that one parent carries the Lebanese nationality to be eligible to apply to the school.

4. REGISTRATION PROCESS

To begin the admission process, parents are encouraged to visit lsq.sch.qa and navigate to the 'Admission' tab, where they will find the 'New Students Application' page. All mandatory fields must be accurately completed, and all necessary documents are attached before applying. Once submitted, an automated email containing the application number and login credentials will be sent to the parent. These login details can be used to monitor the progress of the application.

5. REQUIRED DOCUMENTS

To begin the admission process, parents are encouraged to visit lsq.sch.qa and navigate to the 'Admission' tab, where they will find the 'New Students Application' page. All mandatory fields must be accurately completed, and all necessary documents are attached before applying. Once submitted, an automated email containing the application number and login credentials will be sent to the parent. These login details can be used to monitor the progress of the application.

Required Documents

- Valid copy of student's passport and Qatari Residency Permit (QID)
- Valid copy of both parents' passports and QIDs
- Copy of student's birth certificate
- Copy of student's Vaccination Card
- Municipality Plate (Blue Plate)
- Family Civil Extract
- Father or Mother Employment Certificate
- Student's Hamad Health Card
- Student's Medical Fitness Certificate from Hamad Medical Health Center
- Financial Clearance from the Previous School (applicable to schools in Qatar only)
- Covid-19 Vaccination Certificate (if available)
- Student's Attendance Letter (completion of Term 1)
- Student's Conduct Record issued from the previous school or nursery
- Student's Promotion Certificate (passing current grade level)

In case the applicant is coming from Lebanon, the Promotion Certificate must be issued by the Lebanese Ministry of Education and Higher Education.

- Official Brevet Certificate (for applicants to Gr10/ES1 and above)
- Recent official Academic Report (signed and sealed by the previous school)

The last two documents should be authenticated by the:

- Ministry of Education and Higher Education in Lebanon
- Ministry of Foreign Affairs in Lebanon
- Embassy of Qatar in Lebanon
- Ministry of Foreign Affairs in Qatar

NB: In case the child's Qatari Residency Permit is not issued at the time of submitting the application, the parent can still apply to the school. However, their application will not be processed until a valid copy of QID is submitted.

6. ADMISSION PROCESS

The admission process begins once the online application has been submitted. Depending on the students' age ranges, and as per the International Education Systems Equivalency (check appendix), grade levels are allocated and /or verified as per the tables below:

Class	Age	Completed Age
PS/NRS	3 years	Jan 31 or prior to it
MS/KG1	4 years	Jan 31 or prior to it
GS/KG2	5 Years	Jan 31 or prior to it
EB1/GR1	6 years	Jan 31 or prior to it

As the school has limited seating, the applicants will be shortlisted and contacted for either an interview (Preschool) or an entrance exam (Primary and M&S). The other applicants will be on the waiting list.

A. Priority for Shortlisting

1. Being a staff member's child
2. Being a sibling of an existing student
3. Being a child of an alumnus/alumna of the school
4. By date of birth (priority to the eldest applicant)

B. Interview/Assessment:

- **Kindergarten:** The school will schedule an appointment to interview the early shortlisted students, provided they are toilet-trained, to evaluate their knowledge, motor skills, and attitude. No fees are required for the interview.
- **Gr1/EB1 and above:** The school will schedule an appointment for the shortlisted students for an entrance exam in core subjects.
 - **Gr1 to Grade 10:** Arabic, English, Math
 - **Going to Gr11 LS:** Math, Biology, Physics, Chemistry
 - **Going to Gr11 SE:** Math, English, Arabic, Sociology & Economics (only if the student took them in Gr10/ES 1)

- **Going to IB DP1:** the student sits for an entrance examination in subjects related to the courses they choose in the program.
- **Going to Gr12 LS:** Math, Biology, Physics, Chemistry
- **Going to Gr 12 SE:** Math, Economics, Sociology
- **Going to Gr 12 GS:** Math, Physics, Chemistry

The assessment fee is QR 320 (nonrefundable), which should be paid within the given time frame and prior to the assessment date. Afterwards, within two days, a confirmation email will be sent to inform the parents about the entrance exam result.

NB: If the parent fails to complete and verify their profile within one week of the confirmation email, the school has the right to cancel the application and grant the seat to another applicant.

7. WITHDRAWAL PROCESS

To withdraw a student, parents are required to complete an online cancellation form using the provided link: <https://tinyurl.com/zj4y58t4>. Alternatively, they may also submit a request in person at the registration office. It is important to notify the respective head of section once the withdrawal process is complete. Parents should be aware that the registration officer may request necessary documents, and that the release of any documents is contingent upon the settlement of all outstanding payments.

8. TRANSFER PROCESS

- Between LSQ Departments: (French/English and vice-versa)

Parents wishing to transfer their child to another department can complete the Transfer Form online through the accessible link: <https://forms.office.com/r/L8EMGQ6it0>. Alternatively, they can visit the registration office to submit a request.

Students will be expected to take placement tests in Mathematics and Languages as part of the transfer procedure. The outcome of these evaluations and the availability of seats in the preferred department will determine the final decision regarding the transfer.

- To Other Schools in Qatar:

A vacancy letter is needed from the other school in order to transfer the student through the Ministry of Education and Higher Education System. The transfer will take place when all due payments are made.

9. CONTACT

Further inquiries can be made via email: admissions@lsq.sch.qa or by calling +97444934545, ext. 125.

APPENDIX: INTERNATIONAL EDUCATION SYSTEMS EQUIVALENCY

Qatar Curriculum (Government)	Qatar National Curriculum (private)	Jordanian	Palestine	Tunisian +Algerian	Lebanese Curriculums	Sabis	English (National Curriculum)	USA	International Baccalaureate (IB)	French
September to June										
-	Preschool	Preschool	KG 1	Preschool	Preschool	KG 1	Preschool	Preschool	Preschool 3	PS
Rawda KG1	KG 1	KG 1	KG 2	KG 1	KG 1	KG 2	Reception	Pre-KG	Preschool 4	MS
Tamhidi KG2	KG 2	KG 2	Year 1	KG 2	KG 2	Year 1	Year 1	KG	Preschool 5	GS
Grade 1	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	Year 2	Year 2	Grade 1	Grade 1	CP
Grade 2	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	Year 3	Year 3	Grade 2	Grade 2	CE 1
Grade 3	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	Year 4	Year 4	Grade 3	Grade 3	CE 2
Grade 4	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	Year 5	Year 5	Grade 4	Grade 4	CM 1
Grade 5	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	Year 6	Year 6	Grade 5	Grade 5	CM 2
Grade 6	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	Year 7	Year 7	Grade 6	Grade 6	6 e
Grade 7	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	Year 8	Year 8	Grade 7	Grade 7	5 e
Grade 8	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	Year 9	Year 9	Grade 8	Grade 8	4 e
Grade 9	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	Year 10	Year 10	Grade 9	Grade 9	3 e
Grade 10	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	Year 11	Year 11	Grade 10	Grade 10	2 de
Grade 11	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	Year 12	Year 12	Grade 11	Grade 11	1ere
Grade 12	Grade 12	Grade 12	-	Grade 12	Grade 12		Year 13	Grade 12	Grade 12	Terminale
-	-	-	-	Grade 13	-		-	-	-	-
							Yr 10/11 (GCSE or IGCSE). Yr 12/13 (As and A level) or other	Grade 11 Certificate Grade 12 Diploma	IB Certificate or Diploma	Baccalaureate (Prof, Tech General)

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Qatar Curriculum (Government)	Canadian	Sri Lanka Curriculum	German	Egypt	Brazil	Finnish	Italy	Spanish	Sudan	Iran
September to June										
-	Preschool	LKG	Preschool	KG 1	-	-	KG 1	KG 1	KG 1	-
Rawda KG1	Pre-KG	UKG	KG 1	KG 2	Preschool 1	-	KG 2	KG 2	KG 2	KG1
Tamhidi KG2	KG	Year 1	KG 2	Grade 1	Preschool 2	Grade 0	KG 3	KG 3	Grade 1	KG 2
Grade 1	Grade 1	Year 2	Grade 1	Grade 2	Year 1	Grade 1	Grade 1	Grade 1	Grade 2	Grade 1
Grade 2	Grade 2	Year 3	Grade 2	Grade 3	Year 2	Grade 2	Grade 2	Grade 2	Grade 3	Grade 2
Grade 3	Grade 3	Year 4	Grade 3	Grade 4	Year 3	Grade 3	Grade 3	Grade 3	Grade 4	Grade 3
Grade 4	Grade 4	Year 5	Grade 4	Grade 5	Year 4	Grade 4	Grade 4	Grade 4	Grade 5	Grade 4
Grade 5	Grade 5	Year 6	Grade 5	Grade 6	Year 5	Grade 5	Grade 5	Grade 5	Grade 6	Grade 5
Grade 6	Grade 6	Year 7	Grade 6	Grade 7	Year 6	Grade 6	Grade 6	Grade 6	Grade 7	Grade 6
Grade 7	Grade 7	Year 8	Grade 7	Grade 8	Year 7	Grade 7	Grade 7	Grade 7	Grade 8	Grade 7
Grade 8	Grade 8	Year 9	Grade 8	Grade 9	Year 8	Grade 8	Grade 8	Grade 8	Grade 9	Grade 8
Grade 9	Grade 9	Year 10	Grade 9	Grade 10	Year 9	Grade 9	Grade 9	Grade 9	Grade 10	Grade 9
Grade 10	Grade 10	Year 11	Grade 10	Grade 11	Senior 1	Grade 10	Grade 10	Grade 10	Grade 11	Grade 10
Grade 11	Grade 11	Year 12	Grade 11	Grade 12	Senior 2	Grade 11	Grade 11	Grade 11	Grade 12	Grade 11
Grade 12	Grade 12	Year 13	Grade 12	-	Senior 3	Grade 12	Grade 12	Grade 12	-	Grade 12
-	-	-	-	-	-	-	-	-	-	Grade 13
	Vocational or Academic		Grade 11/12 Abilur	Grade 12 Certificate / Not possible to take outside Egypt	Certificate	Grade 12	Vocational qualification or Academic qualification	Baccalaureate or vocational options		

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Ethiopia	South Africa	Bangladesh	Malaysia	Australia	Scotland	Filipino	Pakistan	Indian CBSE	Japan
	School year starts January 6 on the 1st of Jan				-	June to March	September to June	April to March	
-	-	-	KG 1	Preschool	Nursery	Preschool	Pre	KG 1	-
KG 1	-	KG 1	KG 2	Preschool	Prim.1	KG 1	KG-1	KG 2	-
KG 2	Grade 0	KG 2	KG 3	KG	Prim.2	KG 2	KG 2	Prim.1	-
Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Prim.3	Grade 1	Grade 1	Prim.2	Grade 1
Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Prim.4	Grade 2	Grade 2	Prim.3	Grade 2
Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Prim.5	Grade 3	Grade 3	Prim.4	Grade 3
Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Prim.6	Grade 4	Grade 4	Prim.5	Grade 4
Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Prim.7	Grade 5	Grade 5	Middle.6	Grade 5
Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	sec.1	Grade 6	Grade 6	Middle.7	Grade 6
Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	sec.2	Grade 7	Grade 7	Middle.8	Junior High 1
Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	sec.3	Grade 8	Grade 8	Secon.9	Junior High 2
Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	sec.4	Grade 9	Grade 9	Secon.10	Junior High 3
Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	sec.5	Grade 10	Grade 10	Secon.11	High 1
Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	sec.6	Grade 11	Grade 11	Secon.12	High 2
Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	-	Grade 12	Grade 12	-	High 3
-	-	-	-		-	-	-	-	-
Grade 12	Matriculation Certificate			Vocational or Academic options	Higher or advanced higher exams	Grade 10 Certificate Grade 12 Diploma	Certificate	Grade 12 CBSE	Secondary School Diploma

N.B: If the student has pursued an education in a school that adopts a curriculum that is not listed in the International Education Systems Equivalency table, he/she must then be registered based on his latest academic report/certificate after considering his/her age-range. If the student's age does not match the assigned grade, the school must enroll him/her in a lower class after gaining the guardian's approval and notifying the Private Schools Licensing Department.