



The Springfield Primary School



New Admission Registration Policy

Name of the Policy	New Admission Registration Policy
Date Approved	April 2022
Date of Review	September 2024



New Admission Registration Policy:

TSPS is open to the kids of Indian nationalities legally residing in Qatar. The admission is subject to the age limits as directed by the Ministry of Education & Higher Education and acceptance of the policies and rules of TSPS by the parents or guardians.

Registration Procedure:

1. Registration
 - In Person: Collect the Registration form from the school office. Fill the Registration Form and submit it at the School Administration office.
 - Online: Call 44634826 /55291108/ 55341207 and register your child's details.
2. You will be contacted for an admission test based on the registration. Students should appear for an admission test in English & Mathematics (Classes 1 -3), English, Mathematics & EVS (Classes 4 -6)
3. Admission:
 - Admission is purely on merit which will be decided based on the performance of the child in the ADMISSION TEST conducted by TSPS
 - The parents of the eligible children will be asked to appear for a personal interview with the Headmistress/Head of Academics. Both parents are expected to attend the interview along with the child.
 - Based on the personal interview and availability of seats, the successful candidates will be advised to submit all the below mentioned documents and pay the required fees to complete the admission formalities.
4. In case a child wants to join our school in the middle of the academic year, the admission is subject to the availability of seat. In such case candidate should take the admission test in the topics covered in our school at that particular term [Test Syllabus will be provided from the school].
5. If the child rejoins the school after obtaining Transfer, the TC and Report card from the previous school should be submitted duly attested by Embassy of India and Ministry of Foreign Affairs, Qatar.



The following documents are required at the time of registration:

1. Copy of Valid Passport of the Student (1st & last page)
2. Copy of Valid Passport of the Parents (1st & last page)
3. Copy of Valid Qatar residency Permit of the Student
4. Copy of Valid Qatar residency Permit of the Parents
5. Copy of Birth Certificate of the Student
6. Copy of Valid health card of the Student
7. Copy of Immunization Card
8. Recent passport size photograph (03 Nos)
9. Transfer Certificate from Previous School
10. Report card from Previous School (With School seal)

