

**BIRLA PUBLIC SCHOOL, DOHA - QATAR**

**Circular**

Dear Parents,

**Sub: Notification regarding admissions for the academic year 2024-2025 (Limited to Indian Nationals only) .**

We are in the process of enlisting the request of parents who are seeking admission for the academic year 2024 - 2025. The admission will be based on the availability of seats as per the permission from the Ministry of Education.

**The link for entering your child's information will be active on our school website as per the below information:**

**• For the KG 1 sibling students only from 15/11/2023 to 17/11/2023.**

- To secure admission for the sibling, the sibling inquiry must be filled out through our ERP portal.
- If you've forgotten your ERP login details, please send an email to support@bpsdoha.com with the subject line "ERP login" before commencing the admission inquiry process.
- For guidance on accessing the admission inquiry form through the ERP portal, you can refer to the following help file link:

**( [Click here for Help File Link](#) )**

**• For KG 1 Non-sibling students from 18/11/2023 to 19/11/2023 .**

- Click on the admission enquiry link in our school website.

**• For other classes from 20/11/2023 onwards.**

**The following are the Terms and Conditions:**

1. The applicant child must have a valid Qatar Residency Permit.
2. The child's age for KG I should be minimum 3 years and should not exceed 4 years 5 months and 29 days as on 31 March 2024, as per the specification by MOEHE.
3. Name of the child should be entered in the Online Form as per the child's passport (Given name followed by surname)
4. The Data submitted online will be carefully scrutinized. If any false information is provided, the application will be considered invalid and it will not be eligible for further process.
5. For KG I admissions, siblings will be given preference (Cousins will not be considered as siblings).
6. Successful submission of this online form does not guarantee admission.
7. Do Not use personal reference for enquiries & taking admission. Only online enquires will be considered.

**Follow-up action by the Parents:**

1. On successful completion of the form, an automated enquiry id will be generated and will be displayed on the screen which may be noted for your future communications.
2. If the submitted data for KG I is accepted by the school, the parent will receive an email from [admission@bpsdoha.com](mailto:admission@bpsdoha.com) by **28/11/2023 (To avoid overlook of our mail, please check the Inbox, Junk box and Spam box)**
3. In case of no updates from the school by **28/11/2023**, please contact the school on **29/11/2023** for the status of KG I applications only.
4. For other classes, parents will receive an email for the status of their application latest by **01/03/2024**.

**Instructions to be followed for the smooth and quick submission of the form:**

1. Use Mozilla Firefox browser for better access of the online link.
2. Documents that are helpful for filling out the Online form are as follows:
  - Passport of the Child
  - Qatar ID of the Child
  - Sibling Child's admission number
3. All the fields with asterisk (\*) are mandatory to be filled.
4. Avoid multiple entries using all sibling's admission numbers (use only One)
5. More than one person attempting for the same child must be avoided.

**NOTE: Enlisting does not guarantee admission.**

- **Online link for KG I – Sibling will be active on Parent portal from 15 November 2023 (Qatar Time - 10:00 AM ) onwards.**
- **Online link for KG I – Non-Sibling will be active on School website [www.bpsdoha.com](http://www.bpsdoha.com) from 18 November 2023 (Qatar Time - 10:00 AM ) onwards.**

Yours sincerely,



**Radhika Rele**  
**Acting Principal**