Policy Name: Admissions Procedures		
Policy number: DCSG-PM-ADM-05	Version number: 10	
Developed by: Admissions	Approved by: CLT	Approval Date: 15 April 2025
Date last reviewed: 14 April 2025	Reviewed by: Piers Matthews, Director of Admissions and Marketing	Date of next review: 14 April 2027
Policy Location: Staff Parents Public: https://singapore.dulwich.org/admissions		

1. Purpose of Policy

The purpose of this policy is to provide clarity and guidelines on the admissions procedures adopted by Dulwich College Singapore ("the College") for the different Year Groups.

2. Scope

This policy covers the admissions criteria for students, from Toddler to Year 13. It also provides information regarding admissions for students with Additional Education Needs (AEN), overseas candidates, as well as Singapore Nationals or Singapore Passport holders.

3. Policy Details

Reference should be made to DCSG Admission Policy for details.

The Admissions Department will review the policy and process for admissions once every two years or as and when necessary for continual improvement.

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4. Implementation Details

A. Acceptance to Dulwich College (Singapore)

Following receipt of an offer of a place at Dulwich College (Singapore), the parent/legal guardian is given 5 working days to accept and pay the $4000 Enrolment Fee. Once the offer of a place is accepted and Enrolment Fee paid, the parent/legal guardian will receive the advisory note and Private Education Institute (PEI) Student Contract for their review and signature through DocuSign. They will then be given 7 working days to sign and return the Student Contract. Thereafter, an invoice will be issued for payment to secure the student's place at Dulwich College (Singapore).

B. For Students requiring a Student Pass

Upon acceptance of a place at the College, families will be guided through the Student's Pass application process by the Admissions Team.

The College will initiate registration with the Immigration and Checkpoints Authority (ICA) SOLAR+ System, generating a unique SOLAR+ number. Parents or legal guardians are responsible for submitting the Student's Pass application through ICA using this number and for monitoring the system for updates.

Once ICA issues the In-Principle Approval (IPA) Letter, parents will receive instructions for completing the necessary formalities. It is mandatory for parents to provide the College with a copy of the child's digital Student Pass upon issuance and ensure that their passport remains valid for at least six months from the date of application.

Timely submission of all required documents is essential to avoid delays in enrolment. The parent or legal guardian should apply at least two months and not more than three months before the child's course begins. The processing time for a new Student's Pass application is usually within one month. Some applications may take a longer time to process.

Note:
- If a Student's Pass application is rejected, parents may submit an appeal directly to ICA. If the appeal is unsuccessful, the admission process will be terminated. The College will refund tuition fees and the enrolment fee in accordance with the College's refund policy.
- The process and requirements may be subject to change. Families should refer to the ICA official website for the latest information.
- The applicant does not need to be in Singapore to apply for a Student's Pass.

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- Foreign-born applicants aged 12 years and 0 days or below are required to submit their vaccination information to Health Promotion Board (HPB) before the application process can commence.
- Student's Pass holders are required to maintain a minimum attendance rate of 90% throughout their course of study. Additionally, students should not be absent for seven consecutive days or more without a valid reason. Failure to meet these requirements can result in the cancellation of the Student's Pass

C. Course Fee Collection and Fee Protection Scheme (FPS)

After the parent/legal guardian has signed the Standard Student Contract and Advisory Note, the School will proceed with course fee collection, in accordance with the DCSG Fee Collection Policy. Next, the Accounts Receivable Assistant will proceed with the necessary FPS procedures by adhering to the process stated in the Fee Protection Scheme Policy.

D. Update of Student Register

Prior to enrolment, the Admissions Team will transfer the following information, which is held in the prospective student's record, on OpenApply into the School's Student Management System (SMS): The information submitted within the Application Form and medical information.

E. Monitoring Process for Student Admission

The completion of the admissions process is indicated on the Internal Audit Checklist on OpenApply for each individual applicant.

The Checklist covers the key stages of the application process including payment of the Application Fee, the Head of School's approval of the applicant for entry, the sending of the Offer Letter to the student's Parent/Legal Guardian and the payment of the Enrolment Fee. The Admissions Administrator/Officer responsible for the applicant will then indicate the completion of the process by signing off the checklist. The Internal Audit Checklist ensures the required documents have been submitted as part of the application ahead of the student's enrolment. The Internal Audit Checklist, together with rest of the relevant student selection and admission documents will be stored in the individual student's profile in OpenApply.

The Head of Admissions and/or Director of Admissions and Marketing will double check that all Internal Audit Checklists have been completed in advance of the new joiners' entry to the College.

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F. Student Orientation

Following the student's enrolment, their Parent/Legal Guardian will receive welcome information via email. Dependent on the year of entry, the information may include all or some of the following:

- Access to the Parent Portal
- Dates of the Meet the Teacher Sessions
- Dates of Curriculum Talks
- Bring Your Own Device (BYOD) – Acceptance Policy
- How to order Identification Cards to permit entry on the School premises
- School Uniform list
- Details of Bus Registration
- How to order lunches
- How to register for Co-Curricular Activities (CCAs)
- Information about the Friends of Dulwich (FoD), our parent community
- A medical consent form for completion in advance of the child starting school
- The School Contact List

Before the start of each new academic year, Dulwich College (Singapore) runs an Orientation Day for both students and their parents/legal guardian. Students will meet their new teacher/tutor and are invited to tour the campus to familiarise themselves with the setting. On the first day of attendance at the School, all students receive their timetable and an introduction into day-to-day processes. Senior students also receive an ICT induction which includes setting up their devices for School network access. Parents receive pink lanyards to indicate their 'new parent' status during the Orientation Day or on the first day of School.

Each of the 3 Schools (DUCKS/Junior School/Senior School) will conduct their own orientation for students and parents/legal guardians, where key information regarding the curriculum, student learning and behavioural expectations may be shared.

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5. Other related policies and procedures

Documents related to this policy	
Related policies	DCSG Admissions Policy Student Selection Policy DCSG Fee Collection Policy Fee Protection Scheme Policy
Forms or other organisational documents	Application Form Admissions Checklist and Supporting Documents (OpenApply) Parent Portal Orientation Materials

6. Review processes

Policy review frequency: Once every two academic years or as and when necessary for continual improvement	Responsibility for review: Head of Admissions / Director of Admissions and Marketing
Review process: i) Head of Admissions / Director of Admissions and Marketing to conduct review of policy. ii) Modification will be made where appropriate. iii)Submit for review and approval by CLT via the DBA.	

7. Approval Details

Approved by: Paola Morris

15 April 2025

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Signature and Date
Signed only required in hardcopy

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8. Revision History

Revision Table:		
Date	**Version**	**Review Description**
28 May 2019	1	Initial Release
29 August 2019	2	1. Added Section 3. Policy Details 2. Included 'advisory note' prior of receiving invoice under Section 4A. Acceptance to Dulwich College (Singapore) 3. Added 'DCSG Fee Collection Policy' under Section 4C. Course Fee Collection and Fee Protection Scheme 4. Added 'The Admissions Checklist, together with rest of the relevant student selection and admission documents will be filed in a Student P-File created for the student' under Section 4E. Monitoring Process for Student Admission 5. Added 'More information on this can be found in MyCollege' under Section 4H. Parents Communication Session 6. Added policies 'DCSG Fee Collection Policy' and 'DCSG Admissions Policy' under Section 5. Other related policies and procedures 7. Added documents 'Student P-File', 'Application Form', 'Admissions Checklist', 'MyCollege', 'Orientation Materials' and 'Parent Communication Session Materials'
09 September 2019	3	1. Amended Criterion naming under Policy Number
18 January 2021	4	1. Changed Policy number from 'DCSG_ADM_5.3.2 ' to 'DCSG-PM-ADM-05'. 2. Removed 'DCSG' from Policy Name 3. Removed QA Manager from Reviewed by section and replaced with Head of Admission: Nikki Holman and Director of Admission: Jason Hoppner. 4. Under section 4A, changed PEI to Private Education Institute(PEI)

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		5. Added "...on OpenApply" in section 4E Monitoring Process for Student Admission
		6. Amended write-up in section 4E to indicate the Admissions Checklist and other student selection and admission documents will be stored in individual student's profile in OpenApply.
		7. Under section 4F, changed MyCollege to Parent Portal
		8. Under section 4F Student Orientation, added write-up "... with a link containing the following vital information for new families", removed writeup on access to MyCollege, amended bullet points on vital information for new families
		9. Removed Section 4H on Parents Communication Session.
		10. In section 5, removed Student P-File, Communication Session Materials and added Admissions Checklist and Supporting Documents (OpenApply)
		11. Amended Student Information System (SIMS) to Student Management System.
6 October 2022	05	1. Reviewed by section – updated the new Head of Admissions. 2. Under Section 3E- replaced 'Admissions Checklist with Internal Audit Checklist' 3. Under Section 3E – Amended the process on OpenApply to suit the current practice by Admissions team. 4. Under Section 3F – Replaced 'welcome email' with 'welcome information via email' 5. Under section 3F – Replaced 'allocated a buddy' with 'supported by Tutor'
23 October 2023	06	1. Under Implementation Details A. Acceptance to Dulwich College (Singapore), amended the write-up. 2. Under Implementation Details B. Students requiring a Student Pass, amended to "Upon acceptance of the offer of a place by the parent/legal guardian, Admissions Team will apply for a Student's Pass via the Immigration Checkpoints Authority (ICA) SOLAR + System."

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		3. Under Implementation Details D. Update of Student Register, amended the write-up.
		4. Under Implementation Details F. Student Orientation, amended the information details of the orientation.
		5. Under Implementation Details F. Student Orientation, amended the write-up.
		6. Under Other related policies and procedures, amended "MyCollege" to "Parent Portal".
28 December 2023	07	1. Under Implementation Details A. Acceptance to Dulwich College (Singapore), added the write-up for Enrolment Fee.
		2. Under Implementation Details B. Students requiring a Student Pass, amended the Application Fee to Enrolment Fee.
		3. Under Implementation Details E. Monitoring Process for Student Admission, added the write-up for Enrolment Fee.
16 September 2024	08	1. Under Implementation Details E. Monitoring Process for Student Admission, updated the process write-up.
20 March 2025	09	1. Under Implementation Details B. For Students requiring a Student Pass, updated the write-up.
		2. Under Implementation Details B. For Students requiring a Student Pass, updated the Note section.
14 April 2025	10	1. Under Implementation Details A. Acceptance to Dulwich College (Singapore), updated to "Following receipt of an offer of a place at Dulwich College (Singapore), the parent/legal guardian is given 5 working days to accept and pay the $4000 Enrolment Fee."

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