



Policy Name: Admissions Procedures

Policy number: DCSG-PM-ADM-05	Version number: 05	
Developed by: Admissions	Approved by: AEBM	Approval Date: 27 October 2022
Date last reviewed: 6 October 2022	Reviewed by: Head of Admissions: Katy Killen Director of Admissions and Marketing: Jason Hoppner	Date of next review: 6 October 2024
Policy Location: Staff: https://dcsg.fireflycloud.asia/college-policies/admissions Parents: https://dcsg.fireflycloud.asia/parent-information-and-handbook/policies 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 admission once every two years or as and when necessary for continual improvement.

4. Implementation Details



A. Acceptance to Dulwich College (Singapore)

Parent/Legal Guardian of applicant accepted for admission will receive an invoice following the Letter of Offer, advisory note and Private Education Institute (PEI) Student Contract by email, 7-10 days after taking of the entry assessment. They will be given 7 working days to accept the offer. The Student Contract will then be sent to the student's Parent/Legal Guardian for their review and signature through DocuSign. Invoicing will follow after.

B. For Students requiring a Student Pass

Upon acceptance of the enrolment offer by the student, Admissions will apply for Student's Pass via the ICA SOLAR + System. Admissions shall then inform students when the School has received the In-Principle Approval Letter (IPA) for the Student Pass, along with the following information:

- Course Start Date
- Medical Checkup (if applicable)
- ICA Formalities and collection of student pass (when ready)

Note: Should the Student's Pass application be rejected, an appeal would be submitted if requested so by the family. If the appeal is not successful, the admission process shall be terminated. The College will also offer refund of tuition fees/application fees upon approval by the College Leadership Team.

C. Course Fee Collection and Fee Protection Scheme

After the student 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

The Admissions Department will input the relevant student information and details based on the student's contracts and documents into the College's Student Management System from OpenApply.

E. Monitoring Process for Student Admission



Completion of the various admissions process, from the student's payment of application fee to the sending of Offer Letter to the student's Parent/Legal Guardian will be indicated on the Internal Audit Checklist on OpenApply for the individual students. The Admissions Administrator/Officer will then indicate the completion of the process by stating on the checklist. The admissions team will complete an internal audit checklist to ensure the required documents have been submitted as part of the application ahead of the student's enrolment, as well as to ensure that the respective Head of Schools signed off on an applicant's review. The Internal Audit Checklist, together with rest of the relevant student selection and admission documents will be stored in individual student's profile in OpenApply.

F. Student Orientation

Following the student's admission into the respective courses, their Parent/Legal Guardian will receive welcome information via email, containing the following vital information for new families:

- Parent Portal
- Meet the Teacher Session
- Curriculum Talks
- Bring Your Own Device (BYOD)
- Identification Cards
- School Uniform, Buses, Lunches
- Medical
- Co-Curricular Activities (CCAs)
- Friends of Dulwich (FoD)
- Contact List

Orientation is provided for both Students and their Parents upon their arrival at the College. Students are supported by their new teacher/tutor and receive induction into ICT/Network access procedures, timetable and day-to-day processes. Parents receive pink lanyards to indicate their 'new parent' status and are invited to attend presentations regarding school procedures and communication methods mentioned in the section below.

Each School (DUCK/Junior/Senior) will also conduct their own orientation for students and parents, where key information regarding the curriculum, student learning and behavioural expectations may be shared.



5. Other related policies and procedures

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

6. Review processes

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

7. Approval Details

Approved by: Paola Morris

27 October 2022

 Signature and Date
Signed only required in hardcopy



8. Revision History

Revision Table:		
Date	Version	Review Description
28 May 2019	1	Initial Release
29 August 2019	2	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Amended Criterion naming under Policy Number
18 January 2021	4	<ol style="list-style-type: none"> 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.



		<ol style="list-style-type: none"> 4. Under section 4A, changed PEI to Private Education Institute(PEI) 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	<ol style="list-style-type: none"> 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'