



**Policy Name: Student Selection Policy**

|   |  |                                      |
|---|--|--------------------------------------|
| Policy number: DCSG-PM-ADM-03   | Version number: 07   |                                      |
| Developed by: Admissions  | Approved by: CLT   | Approval Date:<br>24 October 2023    |
| Date last reviewed: 23 October 2023   | Reviewed by:<br>Georgie Labram, Head of Admissions<br>Piers Matthews, Director of Admissions and Marketing | Date of next review: 23 October 2025 |
| Policy Location:<br>Staff: <a href="https://dcs.fireflycloud.asia/college-policies/admissions">https://dcs.fireflycloud.asia/college-policies/admissions</a><br>Parents: <a href="https://dcs.fireflycloud.asia/parent-information-and-handbook/policies">https://dcs.fireflycloud.asia/parent-information-and-handbook/policies</a><br>Public: <a href="https://singapore.dulwich.org/admissions">https://singapore.dulwich.org/admissions</a> |  |                                      |

### 1. Purpose of Policy

The aim of the policy is to provide the guidelines, procedures and an overview of the criteria set on student selection in Dulwich College (Singapore).

### 2. Scope

The policy applies to potential applicants across all year groups in Dulwich College (Singapore).

### 3. Policy Details

Applicants of all year groups are admitted based on their ability to thrive socially and academically in the College dynamic learning environment while at the same time demonstrating a good work ethic, a history of school-appropriate behaviour, and a desire to attend the College.

Dulwich College (Singapore) values a diverse international community which helps us achieve our mission of Living Worldwise. Diversity, Equity and Inclusion is central to all that we do at the

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College. We welcome applications from students of all backgrounds but do need to ensure that the College needs to best meet the needs of applicants.

The Admissions team will verify that applicants meet course admission requirements. Depending on the year group of entry, applicants are required to undertake either an online age-appropriate test or an assessment with the Admissions team. The assessment results will be evaluated for suitability for selection and enrolment. Supporting documents like an applicant's progress reports from their previous school(s), teacher references and any diagnostic testing records will form as reference only and help the Head of School to understand any special learning needs the applicant may have.

The decision to offer a place to a prospective student is taken by the individual Head of School to whom the student has applied. The Head of School, who is also a member of the College Leadership Team in the College, will be supported by the Admissions Team. In the absence of the Head of school, the Head of College shall make the decision on the selection for admission.

The Admissions Department will review the DCSG Student Selection Policy once every two academic years or as and when necessary for continual improvement.

## **A. Singapore Citizens**

The admission of local Singaporean Students is dependent on the approval by the Ministry of Education. They will also have to meet either one of these five criteria: -

- I. Is applying to join Y12, or DUCKS for the 2023/2024 and 2024/2025 academic year in either Toddler, Nursery or Reception
- II. Returning Singaporeans from overseas and above P1 age, or is above P1 age and is already in possession of an MOE exemption
- III. Has a sibling in the school at the intended time of enrolment
- IV. Is a qualified child of an OA (Old Alleynian) or IOA (International Old Alleynian)

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- V. Transfer students from other Dulwich Colleges
- VI. Transfer from another international school in Singapore, a Ministry of Education exemption must be obtained before enrolment at the College.

For Singapore Citizens above P1 age, once the College has agreed to offer the child a place, the College will apply to the Ministry of Education for an exemption. Please note that Singapore Citizens above P1 age can only attend the College once the Ministry of Education has granted the exemption.

For those students who are already enrolled in the College and are above P1 age, no exemption will be required should they become a Singapore Citizen after.

#### **B. Immigration Status**

Foreign students must possess relevant visas of stay, approved by the Immigration and Checkpoints Authority of Singapore to be admitted for private education.

#### **C. English as an Additional Language (EAL)**

The number of students requiring support for English as an additional language who can be admitted to the College is considered on a case-by-case basis and determined by the College's current EAL provision availability.

#### **D. Special Education Needs**

Children with special educational and behavioural difficulties will be considered on a case-by-case basis.

#### **E. Admissions Criteria**

All students wishing to enrol into Dulwich College (Singapore) are subject to the admissions criteria set out below and students enter the College at their appropriate year level. It is the policy

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of the College to place students in age-appropriate year groups. Any exceptions are to be made by the respective Head of School or Head of College.

### Students applying for Toddler/Nursery/Reception

Students entering Toddler must be breast/bottle independent during the day. Students entering Nursery must be able to use the toilet independently. Parents may be requested to complete a Developmental Checklist. All applicants to Nursery and Reception will be assessed and their applications reviewed by the Head of DUCKS prior to being offered a place.

### Students applying for Years 1-2

Students applying for entry into Year 1 and Year 2 must submit current and previous school reports and will be assessed either at the College or, if overseas, in the form of a Confidential Report that must be completed by their current teacher. The application will be reviewed by the Head of DUCKS prior to a place being offered.

If an applicant is successful to join the Year 2 cohort but a waitlist is in operation, the waitlist will roll over into Year 3, however placement into Year 3 is not guaranteed and an additional computer-based assessment will be required prior to offer.

### Students applying for Junior School (Years 3-6)

Students applying for admission to the Junior School must submit current and previous school reports and also undertake assessments to ensure they can access the curriculum. The Cognitive Ability Test (CAT) consists of verbal, quantitative, spatial and non-verbal assessments. Students will also complete a 30-minute writing assignment. The test results and school reports will be reviewed by the Head of Junior School prior to a place being offered.

### Students applying for Senior School (Years 7-11)

Students applying for admission to the Senior School must submit current and previous school reports and undertake assessments to ensure they can access the curriculum. The MidYIS and Yellis tests consist of verbal, quantitative and non-verbal assessments. Students will also complete a 30-minute writing assignment. The test results and school reports will be reviewed by the Head of Senior School prior to a place being offered.

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### Students applying for Senior School (Years 12-13)

Students applying for admission to the Upper Senior School (IB Diploma Programme (IBDP) / IB Career-related Programme (IBCP)) will usually be required to submit certificates of IGCSE results (if applicable) as well as a confidential reference from the Principal/Head of the respective schools. A student will be expected to be capable of or have achieved the equivalent of IGCSE grade B and above in subjects they wish to study at Standard Level and A and above for Higher Level (or its equivalent in the new 9-1 system). In addition, the student may be required to sit for subject specific entry tests for their preferred HL subjects.

For Students from schools where the curriculum is not based on IGCSE, a confidential reference will be requested from the Principal/Head of the respective school, along with transcripts/records of grades from the students' recent school. For Students following MYP, the College will be looking for grades between 5-7 and whether they have participated in e-assessment. In addition, students will be required to sit subject specific entry tests for their preferred HL subjects.

All students applying for entry into the IBDP/IBCP are required to sit a Yellis test, a 30-minute writing assignment as well as an interview with the Deputy Head, Upper Senior School or IBCP Coordinator.

The applications will be reviewed by the Deputy Head, Upper Senior School and Head of Senior School before placements are confirmed by the Admissions Team.

#### **F. Applications for Students to study outside their designated year group**

Any application for a Student to join a year group outside that designated by their age will be assessed on an individual basis by the Head of School and subject to review and agreement by the Head of College. The primary motivator will be the specific learning and social needs of the individual Student. Evidence should be provided to demonstrate academic capability of at least above average in the desired year group alongside social maturity. For admissions to a lower year group, evidence should demonstrate attainment significantly below the average for the age-appropriate year group and/or a level of social maturity well below the average. Other issues that may be taken into account for moving a child ahead of their age or to a class below the expected age range are:

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- Placement in previous school or national education system
- Students coming from schools using a southern hemisphere calendar
- Learning or developmental delays

Any change in year group is subject to review and throughout the process parents should be fully consulted. In all such applications, the professional opinion of the Head of School will be the determining factor.

### **G. English Language of Parent**

As English is the language of instruction at the College we require at least one parent to be fluent in English to support effective communication between the College and home.

### **H. Video**

Every applicant is required to provide a short video of the students introducing themselves and speaking about a topic of their interest.

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## 4. Implementation Details

### A. Application Process

Parents will complete and submit an application form online via OpenApply, together with an application fee and relevant supporting documents. The Admissions Administrator checks through the application to ensure documents are complete and whether applicants meet course admission requirements. Parents will be notified of any incomplete documents.

Applications with approved company letter supporting a family's immigration status, immigration visa, and Singaporeans requiring MOE waiver will be processed provided they meet the entrance criteria.

Applications that have complete documents and application fee paid, will be processed with data entry in the College's Student Management System and the Admissions Department will arrange for an assessment. For overseas candidates, special arrangements can be made for the assessments to be administered in an applicant's current school or approved assessment centre. After the assessment has been completed, the result and application of the student is to be reviewed by respective Head of Schools and Student Support Services if necessary, whereby a decision on offer or decline is made. If there is no availability for successful applicants, they will be placed on a waiting list and parents will be communicated on this. For unsuccessful applicants, the Admissions Department will email the Parent to notify them. Unsuccessful applicants can then be reassessed at the discretion of the College. Offers for Student Pass will be subjected to ICA's approval. For Singapore Citizens above P1 age, offers will only be made after applying for MOE's approval for entry.

*Note: Progress reports from the applicant's previous school(s) will be used as supporting documentation in the student selection process, and applicants are still required to go through the entry assessments applicable to their year level.*

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## B. Waiting Lists

Placement on a waiting list is determined by the date the application and fee are received, except in cases where priority is given. Priority will be given to:

- a child of a full-time member of staff
- a child with a Guaranteed Placement Right
- a child transferring from another Dulwich College
- a qualified sibling (who meets the requirements set out in this policy) of a current student who has accepted a place to join the College
- The qualified child of an Old Alleynian (OA) or International Old Alleynian (IOA) who meets the requirements set out in this policy

If an applicant does not obtain a place during the term for which they have applied, the applicant will be automatically transferred to the relevant waiting list for the following term. At the end of the academic year an applicant's name will be transferred to the appropriate year level for the new academic year. Waiting list positions are not disclosed to parents. The College reserves the right to re-assess applicants on the waitlist after 12 months since their initial assessment.

If an applicant is approved to join the Year 2 cohort but a waitlist is in operation, the waitlist will roll over into Year 3. However, placement into Year 3 is not guaranteed and an additional computer-based assessment will be required prior to offer.

## C. Acceptance

Reference should be made to Admissions Policy and Procedures.

## D. Admissions Appeal

If the College does not offer an applicant a place, this will be because he/she has shown through the assessment procedures that he/she is unable to meet the standards required to access the curriculum. At the College's discretion applicants are permitted to re-sit the assessment tests within 6 to 12 months. The College is not under any obligation to release the results of the assessment tests.

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## 5. Other related policies and procedures

| Documents related to this policy        |  |
|---|--|
| Related policies                        | DCSG Admissions Procedures ( <a href="#">Staff Portal</a> , <a href="#">Parent Portal</a> , <a href="#">College Website</a> )<br>DCSG Admissions Policy ( <a href="#">Staff Portal</a> , <a href="#">Parent Portal</a> , <a href="#">College Website</a> ) |
| Forms or other organisational documents | Application Form<br>Student Selection and Assessment Documents<br>Waiting List   |

## 6. Review processes

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| 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:<br>i) Head of Admissions / Director of Admissions and Marketing to conduct review of policy.<br>ii) Modification will be made where appropriate.<br>iii) Submit for review and approval by the CLT via the DBA. |  |

## 7. Approval Details

Approved by: Paola Morris

24 October 2023

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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       | <ol style="list-style-type: none"> <li>1. Added Section 2. Scope</li> <li>2. Added 'The Admissions Department will review the DCSG Student Selection Policy once every two years or as and when necessary for continual improvement' under Section 3. Policy Details</li> <li>3. Added '(if applicable)' upon submission of certificates of IGCSE results on point Students applying for Senior School (Years 12-13) under Section 3. Policy Details</li> <li>4. Added 'required to sit for a Yellis test' upon the student entry into the IBDP on point Students applying for Senior School (Years 12-13) under Section 3. Policy Details</li> <li>5. Added Section 4C. Acceptance</li> <li>6. Added documents 'Application form' and 'Student Selection and Assessment Documents' under Section 5. Other related policies and procedures</li> </ol> |
| 09 September 2019 | 3       | <ol style="list-style-type: none"> <li>1. Amended Criterion Number of Policy, from 5.3.1 to 5.3.2</li> </ol>  |
| 18 January 2021   | 4       | <ol style="list-style-type: none"> <li>1. Changed Policy Number from 'DCSG_ADM_5.3.2' to 'DCSG-PM-ADM-03'.</li> <li>2. Removed QA Manager from Reviewed by section and replaced with Head of Admission: Nikki Holman and Director of Admission: Jason Hoppner.</li> </ol>   |

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|  | <ol style="list-style-type: none"> <li>3. Removed Basic guidelines scores for consideration of acceptance from section 3E Admission Criteria.</li> <li>4. Added writeup on completion and submission of Application Form 'online via OpenApply' under section 4A Application Process.</li> <li>5. Replaced Head of AEN to Student Support Service to review assessment result and application under section 4A Application Process.</li> <li>6. Amended note under Section 4a to indicate that 'Progress reports from the applicant's previous school(s) will be used as supporting documentation in the student selection process, and applicants are still required to go through the entry assessments applicable to their year level'</li> <li>7. Amended information regarding priority for waiting list under section 4b, and added 'College reserves the right to re-assess applicants on the waitlist after 12 months since their initial assessment. If an applicant is successful to join the Year 2 cohort but a waitlist is in operation, the waitlist will roll over into Year 3, however placement into Year 3 is not guaranteed and an additional computer-based assessment will be required prior to offer.'</li> <li>8. Split Criteria IV for Singapore Citizens under Section 3A into IV and V.</li> <li>9. Amended Section 3C EAL to indicate that English as an additional language is considered on a case by case basis.</li> <li>10. Amended Section 3D Special Education Needs to remove reference to receipt of an Educational Psychological Report.</li> </ol> |
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|                   |   | <p>11. Under section 3E -Students applying for Junior School (Years 3-6), amended writeup on Cognitive Abilities Test to include spatial assessment and 30-minute writing assignment</p> <p>12. Under section 3E- Students applying for Senior School (Years 12-13), amended SL to Standard Level and HL to Higher Level</p> <p>13. Under section 4B, amended first bullet point from faculty member to member of staff</p>   |
| 02 September 2021 | 5 | <p>1. Amended section 3A to indicate that Singapore Citizens are eligible to apply to join in DUCKS for the 2021/2022 or 2022/2023 academic year in either Toddler, Nursery or Reception</p> <p>2. Amended section 4A to indicate that for Singapore Citizens above P1 age, offers will only be made after applying for MOE's approval for entry</p> <p>3. Replaced Headmaster with Head of College throughout policy</p> <p>4. Added 'Dulwich College (Singapore) are committed to Diversity, Equity and Inclusion. We welcome applications from a wide range of students, but need to ensure that the College can best meet the needs of all applicants.' Under Section 3 Policy Details</p>  |
| 6 October 2022    | 6 | <p>1. Reviewed by section – updated the new Head of Admissions.</p> <p>2. Under Section 3 – Reframed the Policy details to improvise on the language.</p> <p>3. Under Section 3E – elaborated on the assessment information.</p> <p>4. Under Section 3E – Senior School (Years 7-11) &amp; (Years 12-13) – Added 'Student's will also complete a 30-minute writing assignment'.</p> <p>5. Added Section 3G English Language of Parent</p> <p>6. Under Section 4A – Replaced 'Conduct of Assessment' with 'after the assessment has been completed'</p> <p>7. Under Section 4A – Added 'at the discretion of the College' for reassessing unsuccessful applicants.</p> <p>8. Under Section 4B – Replaced 'completed the application process' with 'accepted a place to join the College'</p> <p>9. Under Section 4D – Added 'at the discretion of the College' for reassessing applicants.</p> |

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| 23 October 2023 | 7 | <ol style="list-style-type: none"> <li>1. Under Policy Details, amended “Senior Management Team” to “College Leadership Team”.</li> <li>2. Under Policy Details C. EAL, amended write-up to “The number of students requiring support for English as an additional language who can be admitted to the College is considered on a case-by-case basis and determined by the College’s current EAL provision availability.”</li> <li>3. Under Policy Details, added title “H. Video” and its description “Every applicant is required to provide a short video of the students introducing themselves and speaking about a topic of their interest.”</li> </ol> |
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