



**Policy Name: Student Selection Policy**

Policy number: DCSG-PM-ADM-03	Version number: 09	
Developed by: Admissions	Approved by: CLT	Approval Date: 20 January 2025
Date last reviewed: 17 January 2025	Reviewed by: Piers Matthews, Director of Admissions and Marketing	Date of next review: 17 January 2027
Policy Location: <a href="#">Staff</a> <a href="#">Parents</a> 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 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 2024-2025 and 2025-2026 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)
- 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 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.

There will be a number of applicants who meet the level for academic selection but who do not receive an offer due to lack of confirmed availability. In this instance, the applicant will be informed and rolled over into the Applicant Pool for admission in the following academic year. These applicants will receive an offer as and when places become available in the meantime.

### 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 in joining the Year 2 cohort but lack of confirmed availability prevents the offer of a place, the applicant will be informed and rolled over into the Applicant Pool for admission in the following academic year. 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.

### 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 undertake 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:

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

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.



## 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 an 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.

Once the assessment is completed, the application will be considered completed, the candidates will be placed in the Applicant Pool and their application will be reviewed by the Head of School.

Once the Head of School has determined whether the applicant has met the entry requirements, the candidate is ready to receive an admissions outcome. The College will provide an admissions outcome for applications completed prior to the 'Application Completed' deadlines outlined below. Applications may still be submitted and completed after the deadline, and the College will endeavour to provide an outcome as soon as possible. However, it is possible that the outcome timeline as indicated above may not be met for these applications.

Application Completed	Entry Term	Outcome Confirmation
By 31 October	January 2025 (Term 2)	November
	April 2025 (Term 3)	March
	August 2025 (Term 1)	November ( <i>early offers</i> )
By 1 March	April 2025 (Term 3)	March
	August 2025 (Term 1)	March ( <i>2<sup>nd</sup> round offers</i> )

Applicants who complete their application by 31 October may receive an early offer in November, at the discretion of the College. Offers for Term 2 entry in January will also be confirmed at this time. However, for the majority of applicants, the outcome of the application will be confirmed in March once the College has a more accurate view of the availability in each year group for the new academic year.



Parents will be notified of the outcome of their child's application by email. There will be a number of applicants who meet the level for academic selection but who do not receive an offer in March due to lack of confirmed availability. In this instance, the applicant will be informed and rolled over into the Applicant Pool for admission in the following academic year. These applicants will receive an offer as and when places become available in the meantime.

Applicants may remain in the Applicant Pool for a maximum of two academic years. After that time, they must reapply in order to continue to be considered for admission. The College reserves the right to re-assess applicants who have been in the Applicant Pool for 12 months or more since their initial assessment.

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.*

*Note: Whilst the College will endeavour to provide an application outcome to all applications completed prior to the timelines provided, the College reserves the right to withhold an outcome until any additional criteria have been satisfied.*

## **B. Applicant Pool Priority**

- Priority on the Waiting List in the Applicant Pool 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





### **C. Acceptance**

Reference should be made to Admissions Policy and Admissions 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. The College is not under any obligation to release the results of the assessment tests.



## 5. Other related policies and procedures

Documents related to this policy	
Related policies	DCSG Admissions Procedures DCSG Admissions Policy
Forms or other organisational documents	Application Form Student Selection and Assessment Documents Waiting List

## 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 the CLT via the DBA.	

## 7. Approval Details

Approved by: Paola Morris

20 January 2025

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 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"> <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> <li>3. Removed Basic guidelines scores for consideration of acceptance from section 3E Admission Criteria.</li> </ol>



	<ol style="list-style-type: none"> <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> <li>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</li> <li>12. Under section 3E- Students applying for Senior School (Years 12-13), amended SL to Standard Level and HL to Higher Level</li> <li>13. Under section 4B, amended first bullet point from faculty member to member of staff</li> </ol>
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02 September 2021	5	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. Replaced Headmaster with Head of College throughout policy</li> <li>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</li> </ol>
6 October 2022	6	<ol style="list-style-type: none"> <li>1. Reviewed by section – updated the new Head of Admissions.</li> <li>2. Under Section 3 – Reframed the Policy details to improvise on the language.</li> <li>3. Under Section 3E – elaborated on the assessment information.</li> <li>4. Under Section 3E – Senior School (Years 7-11) &amp; (Years 12-13) – Added 'Student's will also complete a 30-minute writing assignment'.</li> <li>5. Added Section 3G English Language of Parent</li> <li>6. Under Section 4A – Replaced 'Conduct of Assessment' with 'after the assessment has been completed'</li> <li>7. Under Section 4A – Added 'at the discretion of the College' for reassessing unsuccessful applicants.</li> <li>8. Under Section 4B – Replaced 'completed the application process' with 'accepted a place to join the College'</li> <li>9. Under Section 4D – Added 'at the discretion of the College' for reassessing applicants.</li> </ol>
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</li> </ol>



		their interest.”
30 July 2024	8	<ol style="list-style-type: none"> <li>1. Under Policy Details A. Singapore Citizens, amended the year to “2024-2025 and 2025-2026”.</li> <li>2. Under Policy Details E. Admissions Criteria, added “There will be a number of applicants who meet the level for academic selection but who do not receive an offer due to lack of confirmed availability. In this instance, the applicant will be informed and rolled over into the Applicant Pool for admission in the following academic year. These applicants will receive an offer as and when places become available in the meantime.”</li> <li>3. Under Policy Details E. Admissions Criteria - Students applying for Years 1-2, added “If an applicant is successful in joining the Year 2 cohort but lack of confirmed availability prevents the offer of a place, the applicant will be informed and rolled over into the Applicant Pool for admission in the following academic year. However, placement into Year 3 is not guaranteed and an additional computer-based assessment will be required prior to offer.”</li> <li>4. Under Policy Details F. Applications for Students to study outside their designated year group, added “Date of Birth”.</li> <li>5. Under Implementation Details A. Application Process, added Applicant Pooling processes and its table.</li> <li>6. Under Implementation Details, amended header to B. Applicant Pool Priority and its processes.</li> <li>7. Under Implementation Details D. Admissions Appeal, amended to “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. The College is not under any obligation to release the results of the assessment tests.”</li> </ol>



17 January 2025	9	<ol style="list-style-type: none"> <li>1. Under Implementation Details A. Application Process, amended write-up to “Once the assessment is completed, the application will be considered completed”</li> <li>2. Under Implementation Details A. Application Process, amended write-up to “Once the Head of School has determined whether the applicant has met the entry requirements, the candidate is ready to receive an admissions outcome. The College will provide an admissions outcome for applications completed prior to the 'Application Completed' deadlines outlined below. Applications may still be submitted and completed after the deadline, and the College will endeavour to provide an outcome as soon as possible. However, it is possible that the outcome timeline as indicated above may not be met for these applications”.</li> <li>3. Under Implementation Details A. Application Process, amended “Application Received” to “Application Completed” in the table.</li> <li>4. Under Implementation Details A. Application Process, amended write-up to “Applicants who complete their application”</li> <li>5. Under Implementation Details A. Application Process, added a note “Whilst the College will endeavour to provide an application outcome to all applications completed prior to the timelines provided, the College reserves the right to withhold an outcome until any additional criteria have been satisfied.”</li> <li>6. Under Implementation Details A. Application Process, removal of years from the processes and table.</li> </ol>
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