DULWICH COLLEGE | SINGAPORE |

Policy Name: Student Selection Policy		

Policy number: DCSG-PM-ADM-03	Version number: 04	
Developed by: Admissions	Approved by: AEBM	Approval Date: 20 January 2021
Date last reviewed: 18 January 2021	Reviewed by: Head of Admissions – Nikki Holman Director of Admissions and Marketing – Jason Hoppner	Date of next review: 18 January 2023
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 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 succeed 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.

The Admissions Team will verify that applicants meet course admission requirements. Applicants are required to go through either an online age-appropriate test or an assessment with the Admissions Team to 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 Senior Management Team in the College, will be supported by the Admissions Team. In the absence of the Head of school, the Headmaster shall make the decision on the selection for admission.

The Admissions Department will review the DCSG Student Selection Policy once every two 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. Returning Singaporeans from overseas and above P1 age, or is above P1 age and is already in possession of an MOE exemption

II. Has a sibling in the school at the intended time of enrolment

III. Is a qualified child of an OA (Old Alleynian) or IOA (International Old Alleynian)

IV. Transfer students from other Dulwich Colleges

V. Transfer from another international school in Singapore, a Ministry of Education exemption must be obtained before enrolment at the College.

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.

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C.   EAL

In addition, the number of students requiring support for English as an additional language is considered on a case-by-case basis.

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 Headmaster.

Students applying for Toddler/Nursery/Reception

Students entering Toddler must be breast/bottle independent during the day. Students entering Nursery must be toilet trained. 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

Year 1 and Year 2 students will only be admitted to the College once the child has been assessed by the Admissions Team to meet the entrance criteria.

* *For applicants who have not been admitted to any school prior to applying to the College, the Admissions team will require the Parent(s) of the applicant to fill in a Student Information Form. Details in the form will allow the Admissions Team and teachers to obtain more information of the applicant and will be used for review with the Head of DUCKS.*

Students applying for Junior School (Years 3-6)

Students applying for admission to the Junior School undertake assessments to ensure appropriate placement within the curriculum.

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Students are required to take the Cognitive Abilities Test (CAT) consisting verbal, quantitative, spatial and non-verbal assessments. Students will also complete a 30-minute writing assignment. The Admissions Team will arrange a time for the student to sit the assessments and communicate this to parents. Overseas candidates can sit for the assessment at their current school.

<u>Students applying for Senior School (Years 7-11)</u>

Students applying to Senior School at Dulwich College (Singapore) must undertake a series of assessments to determine their suitability for the programme offered at the school. Students are required to take Standardised Tests (MidYi's and Yellis) consisting of vocabulary, Mathematics, non-verbal, and skills sections.

<u>Students applying for Senior School (Years 12-13)</u>

Students applying for admission to the Upper Senior School (IB Diploma Programme) 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 schools, 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 for subject specific entry tests for their preferred HL subjects.

All students applying for entry into the IBDP are required to sit for a Yellis test as well as an interview with the Deputy Head, Upper Senior School.

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.

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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 Headmaster. The primary motivator will be the specific learning and social needs of the individual student. For promotion, evidence should 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

Any change in year group is subject to regular 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.

4. Implementation Details

A. Application Process

Parents will complete and submit application form online via OpenApply, together with an application fee and relevant supporting documents. The Admissions Administrator checks through 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 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

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assessments to be administered in an applicant's current school. After the conduct of assessment, 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 are 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. Offers for Student Pass will be subjected to ICA's approval. Offers will only be made to Singapore Citizens after applying for MOE's approval.

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.

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 transferring from another Dulwich College
- a qualified sibling (who meets the requirements set out in this policy) of a current student who has completed the application process
- The qualified child of an Old Alleynian (OA) or International Old Alleynian (IOA)

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 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.

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 the he/she is unable to meet the standards required to access the curriculum. 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.

5. Other related policies and procedures

Documents related to this policy	
Related policies	DCSG Admissions Procedures (Staff Portal, Parent Portal, College Website) DCSG Admissions Policy (Staff Portal, Parent Portal, College Website)
Forms or other organisational documents	Application Form Student Selection and Assessment Documents Waiting List

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

20 January 2021

Approved by: Paola Morris

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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	1. Added Section 2. Scope 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 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 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 5. Added Section 4C. Acceptance 6. Added documents 'Application form' and 'Student Selection and Assessment Documents' under Section 5. Other related policies and procedures
09 September 2019	3	1. Amended Criterion Number of Policy, from 5.3.1 to 5.3.2
18 January 2021	4	1. Changed Policy Number from 'DCSG_ADM_5.3.2' to 'DCSG-PM-ADM-03'. 2. Removed QA Manager from Reviewed by section and replaced with Head of Admission: Nikki Holman and Director of Admission: Jason Hoppner.

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		3. Removed Basic guidelines scores for consideration of acceptance from section 3E Admission Criteria.
		4. Added writeup on completion and submission of Application Form 'online via OpenApply' under section 4A Application Process.
		5. Replaced Head of AEN to Student Support Service to review assessment result and application under section 4A Application Process.
		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'
		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 cohourt 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.'
		8. Split Criteria IV for Singapore Citizens under Section 3A into IV and V.
		9. Amended Section 3C EAL to indicate that English as an additional language is considered on a case by case basis.
		10. Amended Section 3D Special Education Needs to remove reference to receipt of an Educational Psychological Report.

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		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 12. Under section 3E- Students applying for Senior School (Years 12-13), amended SL to Standard Level and HL to Higher Level 13. Under section 4B, amended first bullet point from faculty member to member of staff

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