



Policy Name: Admissions Policy

Policy number: DCSG-PM-ADM-04	Version number: 06	
Developed by: Admissions	Approved by: CLT	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 policies 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

A. Admissions to Dulwich College (Singapore)



Admission to Dulwich College (Singapore) is determined by a number of factors. Applicants are admitted based on the student's ability to succeed socially and academically in our dynamic learning environment as well as demonstrating a good work ethic, a history of school-appropriate behaviour, and a desire to attend the College. To be successful at Dulwich College (Singapore), students must be willing to work hard and be committed to our programme. Teachers provide the support necessary for students to become confident, independent learners. Additionally, we expect parents to be supportive of and to be involved in their child's education. It is the student, however, who is responsible for putting forth the effort to meet the school's academic expectations.

Dulwich College (Singapore) expects students and parents to understand and support the school's aim to serve a diverse population. The College's students come from a diverse range of racial, ethnic, cultural and socioeconomic backgrounds. The administration, teachers, students and parents are always working to maintain an environment that is welcoming for all students. Dulwich College (Singapore) is committed to safeguarding and promoting the welfare of children and young people in our school. We expect all staff and volunteers to share this commitment.

The decision to offer a place to a prospective student will be taken by the individual Head of School to which the student has applied. The Head of School will be supported by the Head of College, the Director of Admissions & Marketing and the Head of Admissions. Admission is based on academic evaluation and assessment, English proficiency, past school records, teacher recommendations, and any diagnostic testing that will help the Admissions Committee to understand any special learning needs an applicant may have. Year level placement will be determined by the birth date of the applicant and his/her age at 1 September of that academic year.

B. Admissions Criteria

Students wishing to enrol into the College must hold a foreign passport and valid FIN number, IC number if they are PR, or if they are Singaporean Citizens above P1 age, a Ministry of Education Waiver before being allowed to attend Dulwich College (Singapore). All students wishing to enrol into Dulwich College (Singapore) are required to complete the online Application Form, provide all relevant supporting documentation and make payment of the non-refundable Application Fee of \$4,500.

Enrolment is subject to the admissions criteria set out below.

Year Group Placement



Students will enter the College at their appropriate year level. It is the policy of the College to place students in age-appropriate year groups as shown in the guide to year levels below. Students entering Toddler in the August of any specific year must have turned two by 1st September. Students entering Nursery must have turned three by the 1st September cut-off date, students entering Reception must have turned four by 1st September cut-off date and so on as we progress through the College. Students will be placed in Year Groups according to their date of birth. Exceptions are made only in extraordinary circumstances and the final decision is made by the Head of College.

Students applying for Toddler, Nursery or Reception

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

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 also undertake assessments to ensure they can access the curriculum. The MidYIS and Yellis tests consists 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 the International Baccalaureate Programmes (Years 12-13)

Students applying for admission into Year 12 must provide recent school reports including Year 10 grades (depending on when they are applying, Year 11 grades are usually required) / Mock results if available. Applicants will be required to sit a Yellis test and an interview will be conducted by the Deputy Head, Upper Senior School. Students will also complete a 30-minute writing assignment.

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.

C. Additional Educational Needs (AEN)

Candidates with Additional Educational Needs (AEN) are accepted to the College on a case-by-case basis. The needs of the child are considered alongside current levels of staffing, expertise and resources within the school. Dulwich College (Singapore) support is tailored to fit the individual student, but in general ranges from individual education plans to supporting the curriculum in the classroom. We teach by withdrawing students individually, in groups or by supporting in class depending on what is the most appropriate method for each student. On occasion a student's progress is monitored and reviewed at a later date. The AEN Department works with class teachers in adapting aspects of the curriculum for individual student's needs. We are also able to provide detailed information/teaching strategies about specific conditions. Additional adult support or specialist resources may be considered necessary in order for the school to make adequate educational provision for a student. The additional cost for such will be met by the parents. The College will only admit students for whom it can make adequate provision of support. The College provides limited English as an Additional Language (EAL) support; however, applicants are expected to have a proficiency in English that allows them to access the curriculum.



D. Overseas Candidates

Arrangements can be made for the entrance assessments to be administered at the candidate's current school or through an approved external assessment Centre (e.g. British Council). The current school or assessment centre may impose a fee to facilitate the testing and these costs are to be borne by the parent. Students applying for Year 12 from overseas are able to conduct the interview portion online.

E. Singapore Nationality/Singapore Passport Holders

A child is deemed to be a Singapore Citizen if they hold a Singapore passport or is a citizen of Singapore, regardless of whether they hold dual nationality. Singapore Citizens can only submit an application to attend Dulwich College (Singapore) if one or more of the following criteria is valid:

- I. Is applying to join Y12, or DUCKS for the 2022/2023 and 2023-24 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.



F. Waiting Lists

Once the initial application has been received (a duly-signed and completed Application Form, all supporting documentation and the Application Fee), arrangements will then be made for the appropriate assessment to be conducted. Assessments will be conducted no more than 12 months before an applicant's expected enrolment date. Once the Head of School has determined whether the applicant has met the entry requirements for DCSG, the candidate will be offered a place or, when there are no available places, be placed on a Waiting List in the order of date of application.

The Waiting List rolls over each year so that the prioritisation of the applicants on the list is maintained. The College reserves the right to re-assess applicants on the waitlist after 12 months since their initial assessment. Parents of candidates remaining on the Waiting List may be contacted and asked to submit new supporting documents. Waiting List positions are not disclosed to parents.

Priority on the Waiting List 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

Should a candidate withdraw from the waiting list before an offer of a place is made, they will be entitled to a refund of the application fee paid less \$500.

G. Offered

Applicants accepted for admission must hold/obtain a valid FIN number (IC number for PR/Singapore Citizen) in order to enrol into Dulwich College (Singapore). Parents of successful candidates will receive a formal offer letter by email followed by the Student Contract and invoice. The Application Fee is non-refundable. The College does not release the results of assessment tests.



**The College has the right to revoke an offer that has been made at any point (before the student contract has been signed) if they have been made aware of any additional information that could affect the candidate meeting the College's entry requirements.*

H. Declined

If we do not offer an applicant a place at the College, this will be due to the fact that the student has shown through the College assessment process that they are unable to meet our entry requirements and/or that the College is not the right learning environment for them. Students are permitted to re-sit the assessment 6 to 12 months after initial assessment, at the discretion of the Head of School and/or Head of Admissions. The College is not under any obligation to release the results of the assessment tests. Should the candidate wish to withdraw rather than reassess, they are entitled to a refund of the application fee less \$500.

I. Deferral & Non – Acceptance of Offer

If the applicant wishes to defer their place at Dulwich College (Singapore) after an offer of a place has been made, the College will permit one deferral for one academic year. The applicant's place at the College for the new academic year is not guaranteed and will be subject to reassessment and availability. Parents can only defer their child's offered place for up to one year without incurring additional fees. An application fee will be charged again for deferment beyond one year.

If the applicant declines the offer of a place, the application fee is non-refundable.

J. Guardianship

In order to be considered for enrolment, a student must be living at the same residence in Singapore with one or more parent or with a legal guardian who has been previously approved by Dulwich College (Singapore). One parent (or the approved guardian) is required to be fluent in English to ensure effective communication between school and home. The College reserves the right to refuse a candidate's application if we believe that the child is not/will not be living with parents or an approved legal guardian. Students enrolling in Year 12 /13 may also choose to reside in the College's approved boarding provider, ACS Oldham Hall.

K. Immunisations

As one of the pre-requisites for application and subsequent enrolment, if the student is accepted, parents are required to submit vaccination records for Diphtheria and Measles as Dulwich



College (Singapore) follows the mandatory requirement by the Ministry of Health as set out in the Fourth Schedule of the Infectious Diseases Act (Cap 137).

L. Returning Students

Students who were enrolled at the College for one term or more and had to withdraw from the College due to family relocation will be considered for re-enrolment provided there is sufficient availability in the applicant's year group.

Applicants are required to submit a new application and may also be required to sit an assessment before placement is confirmed. The application fee will be waived.

Applicants who declined an offer of a place are required to submit a new application should they wish to re-apply. The Application Fee is applicable at the current rate. Any Application Fee previously paid is forfeited.

M. Year Level Courses

Dulwich College (Singapore) offers the following Year level courses:

DUCKS (Early Years):

- English National Curriculum (ENC) Foundation Stage – Toddler
- English National Curriculum (ENC) Foundation Stage – Nursery
- English National Curriculum (ENC) Foundation Stage – Reception
- English National Curriculum (ENC) Key Stage 1 – Year 1
- English National Curriculum (ENC) Key Stage 1 – Year 2

Junior School:

- English National Curriculum (ENC) Key Stage 2 – Year 3
- English National Curriculum (ENC) Key Stage 2 – Year 4
- English National Curriculum (ENC) Key Stage 2 – Year 5
- English National Curriculum (ENC) Key Stage 2 – Year 6

Senior School:

- English National Curriculum (ENC) – Year 7



- English National Curriculum (ENC) – Year 8
- Year 9
- Year 10
- Year 11
- International Baccalaureate Diploma Programme (IBDP) – Year 1
- International Baccalaureate Diploma Programme (IBDP) – Year 2
- International Baccalaureate Career-related Programme (IBDP) – Year 1
- International Baccalaureate Career-related Programme (IBDP) – Year 2

N. School Year and Duration

The course follows the school academic year commencing mid to late August and concludes around the end of June. All courses offered are full time over 10 months of the year with the exception of Toddler and Nursery which include half day programmes. The school day typically runs from 8.30am to 3.30pm Monday to Friday. Please refer to the school website for calendar dates and timetable.

O. Year Level Course Entry Requirements

For entry into Dulwich College (Singapore) year level courses, students are required to have completed the previous year's level course or equivalent, be the appropriate age for that year group and meet the College's entrance criteria as determined through the assessment process.

P. Student-Teacher Ratio

In line with the student – teacher ratios in Dulwich Schools, the ratio for Dulwich College (Singapore) will be as follows:

Toddler: 16 students/class; 1 classroom teacher, 1 dual language teacher, 2 assistant teachers

Nursery: 16 students/class; 1 classroom teacher, 1 dual language teacher, 1 assistant teacher

Reception: 20 students/class; 1 classroom teacher, 1 dual language teacher, 1 language support assistant across two classes



- Year 1 and Year 2:** 22 students/class; 1 classroom teacher, 1 dual language teacher
- Year 3 and Year 4:** 22 students/class; 1 classroom teacher, 1 Assistant Teacher
- Year 5 and Year 6:** 22 students/class; 1 classroom teacher, 3 Assistant teachers shared across both year groups
- Year 7 to Year 11:** 22 students/class; 1 subject teacher
- Year 12 and 13:** 16 to 18 students/class; 1 subject teacher

In line with Dulwich Group standards, classrooms are large, light and airy and fully equipped with the resources required to meet the learning requirements for each year level. We also abide by the PEI Act of 1.5 sq meters per student. On average, class sizes range between 64 and 67 meters squared, however not all classes are the same size.

The College reserves the right to increase the maximum number of students in each class under special circumstances with approval from the Head of College subject to the provisions of Singapore legislation as governed by the Committee for Private Education.

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

4. Implementation Details

Reference should be made to DCSG Admissions Procedures for details on implementation of this policy.

5. Other related policies and procedures

Documents related to this policy	
Related policies	DCSG Admissions Procedures (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	Student P-file (OpenApply) Admissions Candidate List Admissions Waiting List DCSG Website – Academic Calendar

6. Review processes

Policy review frequency: Once every two academic 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 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
02 September 2019	2	<ol style="list-style-type: none"> 1. Added ‘...(depending on when they are applying, Year 11 grades are usually required)...’ on point Students applying for the International Baccalaureate Diploma Program (Years 12-13) under Section 3B. Admission Criteria 2. Added note ‘*The College has the right to revoke an offer that has been made at any point (before the student contract has been signed) if they have been made aware of any additional information that could affect the candidate meeting the College’s entry requirements’ under Section 3G. Offered 3. Added ...‘who has been previously approved by Dulwich College (Singapore)’ under Section 3J. Guardianship 4. Added ‘1 language support assistant across two classes’ for point Reception under Section 3P. Student-Teacher Ratio 5. Added ‘3 Assistant teachers shared across both year groups’ for point Year 5 and Year 6 under Section 3P. Student-Teacher Ratio 6. Amended ‘Council of Private Education’ to ‘Committee of Private Education’ under Section 3P. Student-Teacher Ratio 7. Added ‘The Admissions Department will review the policy and process for admission once every two years or as and when necessary for continual improvement under Section 3. Policy Details 9. Added Section 4. Implementation Details 10. Added document ‘Student P-file’, ‘Admissions Candidate List’, ‘Admissions Waiting List’, and ‘DCSG Website – Academic



		Calendar' under Section 5.0 Other related policies and procedures
18 January 2021	03	<ol style="list-style-type: none"> 1. Changed Policy Number from 'DCSG_ADM_5.3' to 'DCSG-PM-ADM-04'. 2. Removed 'DCSG' from Policy Name 3. Replaced 'Director of AMC: Lucinda Semark' with 'Director of Admission and Marketing: Jason Hoppner' in the Reviewed by section. 4. Changed Director of Admissions, Marketing and Communication to Director of Admissions & Marketing under section 3A Admissions to Dulwich College (Singapore). 5. Added writeup on additional fees and application fee for deferment beyond one year under section 3I Deferral & Non – Acceptance of Offer. 6. Removed IGCSE course for Year 9, Year 10, Year 11 from Senior School under section 3M Year Level Courses. 7. Added "OpenApply" for Student P-file in section 5 Other related policies and procedures. 8. Added GCSE curriculum for year 9-11 in Year Placement Guide, section 12 Appendix. 9. Under section 3B, added writeup regarding waitlist and year 3 placement for students applying for years 1-2 10. Under section 3B, amended writeup to indicate students wishing to enrol into the college must hold IC number if they are PR 11. Under section 3C, amended writeup to indicate the College provides limited EAL Support



		<p>12. Under section 3D, amended writeup on students applying 'from overseas' and changed interview portion from skype to online</p> <p>13. Under section 3F, amended 1st bullet point from 'faculty member' to 'member of staff'</p> <p>14. Under section 3F, added writeup to indicate the College's right to reassess applicants on the waitlist 12 months after the initial assessment</p> <p>15. Under section 3F, amended bullet points which indicate priority will be given to qualified sibling and qualified child of OA and IOA 'who meet the requirement set out in the policy'</p> <p>16. Under section 3G, added writeup 'IC number for PR/ Singapore Citizen)</p> <p>17. Under section 3N, changed school time from 8.40 to 8.30 am</p>
02 September 2021	04	<p>1. Amended section 3E to indicate that Singapore Citizens will be able to join in DUCKS for the 2021/2022 or 2022/2023 academic year in either Toddler, Nursery or Reception</p> <p>2. Amended sections 3B and 3E to indicate that Singapore Citizens above P1 age will require MOE exemption before they can join the College.</p> <p>3. Amended Headmaster to Head of College throughout policy.</p> <p>4. Amended Section 3B to 'Programmes' to include both the IBDP and IBCP programmes.</p> <p>5. Amended section 3M to include the IB Career-related Programme.</p> <p>6. IB Caveat regarding Candidacy included.</p>
21 October 2021	05	<p>1. Amended wording under Policy Section 3B from 'Students applying for the International Baccalaureate Diploma Programmes' to 'Students applying for the International Baccalaureate Programmes'</p>



		2. Added write-up for International Baccalaureate Career-related Programme (IBDP) – Year 1 and Year 2 under Policy Section 3M
6 October 2022	06	<ol style="list-style-type: none"> 1. Reviewed by section – replaced IB Coordinator with Head of Admissions and Director of Admissions 2. Under Section 3B – Added ‘ Students will also complete a 30-minute writing assignment. 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.’ 3. Added ‘Is applying to join Y12, or DUCKS for the 2022/2023 and 2023/2024 academic year in either Toddler, Nursery or Receptio’ under Section 3E 4. Under Section 3F – Removed Candidate list as it is not operational anymore. 5. Under Section 3F – Replaced ‘completed application process’ with ‘accepted a place to join the college’ 6. Under Section 3L – Added ‘The application fee will be waived.’ For returning students. 7. Under Section 3M – Senior School – added two new courses ‘International Baccalaureate Career-related Programme (IBDP) – Year 1 & International Baccalaureate Career-related Programme (IBDP) – Year 2’ and removed the paragraph on IBCP. 8. Under Section 3P – For Year 12 & 13 added the student numbers as ‘ 16 to 18’