



Policy Name: DCSG Admissions Policy

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.



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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 Headmaster, the Director of Admissions, Marketing and Communication 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 enroll into the College must hold a foreign passport and valid FIN number or, if they are Singaporean Citizens, a Ministry of Education Waiver before being allowed to attend Dulwich College (Singapore). All students wishing to enroll 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 decision is made by the Headmaster.

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.

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 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 Diploma Program (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 our IB Diploma Coordinator.



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. Sometimes a student's progress is just 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 those students for whom it can make adequate provision of support. The College does not run specific ESL programmes and 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. The current school may impose a fee to facilitate the testing and these costs are to be borne by the parent. Students applying for Year 12 Overseas are able to conduct the interview portion via Skype.

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:

- The child has a sibling attending the College at the intended time of enrolment
- The child is moving from another Dulwich College
- One of the child's parents is an OA (Old Alleynian) or IOA (International Old Alleynian)



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- The child is moving from overseas and is above P1 age
- The child is above P1 age and is already in possession of an MOE exemption if transferring from another school in Singapore

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 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. Candidate Lists and Waiting Lists

An applicant will be placed on the Candidate List after 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. 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 faculty member
- a child transferring from another Dulwich College
- a qualified sibling of a current student who has completed the application process
- The child of an Old Alleynian (OA) or International Old Alleynian (IOA)

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.



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G. Offered

Applicants accepted for admission must hold/obtain a valid FIN number in order to enroll 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.

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). The College reserves



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the right to refuse a candidate's application if we believe that the child is not/will not be living with parents or a legal guardian.

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.

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



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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

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 8.40am 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:



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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 13: 22 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 Headmaster subject to the provisions of Singapore legislation as governed by the Committee of Private Education.

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

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



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5. Appendix

Year Placement Guides

Age as of 1st September	Dulwich Year Level	Grade Equivalent	Dulwich/UK Key Stage	Curriculum
2	Toddler	Toddler	DUCKS Early Years Foundation stage	Curriculum follows English Early Years Foundation Stage standards
3	Nursery	Nursery		
4	Reception	Pre-Kindergarten		
5	Year 1	Kindergarten	DUCKS KS1	Dulwich College Curriculum based on English National Curriculum
6	Year 2	Grade 1		
7	Year 3	Grade 2	Junior School KS2	
8	Year 4	Grade 3		
9	Year 5	Grade 4		
10	Year 6	Grade 5		
11	Year 7	Grade 6	Lower Senior School KS3	
12	Year 8	Grade 7		
13	Year 9	Grade 8		
14	Year 10	Grade 9	Middle Senior School KS4	
15	Year 11	Grade 10		



16	Year 12	Grade 11	Upper Senior School	IBDP (International Baccalaureate Diploma Programme)
17	Year 13	Grade 12		



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