



Application Form

Full name first name middle name(s) surname/last name/family name

Student's preferred name



Gender: Male Female

Date of Birth dd mm yyyy

Applying for Enrolment Year 20 yy / 20 yy

Expected start date dd mm yyyy

Nationality *(if dual, please indicate)*

Age on expected start date

Current grade/year

Please note that students will be placed according to the UK academic year and age appropriate year group. Nursery applicants should be toilet trained and be able to eat independently before they commence school.

Passport number

Passport expiry date dd mm yyyy

Dependent's pass **Citizen** **Permanent Resident** *(tick as appropriate).*
For Singapore citizens, please note that approval is required from the Ministry of Education. We are also unable to accept students on Long Term Visitor Passes and Student Passes.

Pass Number Expiry dd mm yyyy

Does your child have any additional support needs? Yes No

Is English your child's first language? Yes No

If English is not your child's first language, please select their level of English proficiency from the list below:
 Beginner Gaining confidence Confident Fluent Native

What is the main language spoken at home?

Other languages spoken

Details of Sibling #1
 First name
 Date of birth dd mm yyyy

Family name
 Relationship to applicant:
 Brother/sister Twin

Details of Sibling #2
 First name
 Date of birth dd mm yyyy

Family name
 Relationship to applicant:
 Brother/sister Twin

Section 2 Family details

Father's/Guardian's full name <small>Title, last name, middle name(s), first name</small>
Home address
Home telephone number
Relationship to student
Email address
Mobile telephone number
Nationality <small>If dual nationality, please indicate</small>
Passport number
<input type="radio"/> EP <input type="radio"/> DP <input type="radio"/> Citizen <input type="radio"/> PR <input type="radio"/> IEO number and expiry date <small>Please tick as appropriate</small>
Pass number (if applicable)
Occupation
Employer's name
Office telephone number

Mother's/Guardian's full name <small>Title, last name, middle name(s), first name</small>
Home address
Home telephone number
Relationship to student
Email address
Mobile telephone number
Nationality <small>If dual nationality, please indicate</small>
Passport number
<input type="radio"/> EP <input type="radio"/> DP <input type="radio"/> Citizen <input type="radio"/> PR <input type="radio"/> IEO number and expiry date <small>Please tick as appropriate</small>
Pass number (if applicable)
Occupation
Employer's name
Office telephone number

Parents' marital status: Married Separated Widowed Divorced
Tick only one box Other (please indicate):

Section 3A Student's school history

At what age did the child start formal schooling?	Name of student's current/most recent school
Date joined <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/> Date left <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>	City/country
Type of curriculum (e.g. IB, UK, USA, National System, etc.)	Language of instruction
In what month does/did the academic year begin?	Do you give us permission to contact this school? <input type="radio"/> Yes <input type="radio"/> No
School contact name, email address and telephone number	
School 2	
Name of school	Date joined <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/> Date left <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>
Type of curriculum (e.g. IB, UK, USA, National System, etc.)	Language of instruction
In what month does/did the academic year begin?	Do you give us permission to contact this school? <input type="radio"/> Yes <input type="radio"/> No
School contact name, email address and telephone number	

Section 3B Additional support needs

Has your child ever been involved in serious disciplinary action such as suspension or expulsion? Yes No

Has your child ever received support for learning? Yes No

Does your child have an identified need? *(tick any/all that apply)*

- Behavioural Social and emotional (includes counselling)
 Speech and language (includes EAL) Physical (includes visual and hearing)
 Learning support Other *(please specify)*:

If you have selected one of the above, please provide more information below about the length and frequency of any treatment or intervention.

I have included all recent reports in relation to the above Yes No

Section 3C Health

Does your child have any diagnosed medical conditions and require any medication? Yes (please specify below) No

Any additional health/dietary/allergy needs? Yes No

Section 4 Tuition fee details

Fee payment will be made by: Father only Mother only Both parents Company only

Parent(s) and company (specify percentage for each: % : %)
Parent(s) Company

If billing should be sent to another person/address, please provide the information below:

Billing name

Position/job title

Billing telephone number

Billing email address

Billing address

Section 5 Additional information

Why did you choose Dover Court International School for your children?

How did you hear about Dover Court International School? Word of mouth Education guides The DCIS website Live nearby the school
 Local newspapers/magazines Other:

If your child has been identified as exceeding in a particular subject by a previous school or teacher, please supply details here:

In which country will your child most likely go on to receive Higher Education?

Section 6 The application process

Thank you for applying to Dover Court International School (DCIS), or the “school”, part of the Nord Anglia Education family of international schools. To apply for admission to DCIS please submit the Application Form and the required documentation listed below. You are encouraged to make your application package as complete as possible. We will contact you if further information is required.

The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by DCIS for lawful and relevant purposes including but not limited to:

- assessing the suitability of applicants’ admission to DCIS;
- processing applications for admission;
- verification of the applicant’s examination results, academic records and other information;
- school administration and operation after admission; and
- statistical and research purposes.

Personal data may be stored in our or our affiliates’ database systems (which may be located within or outside Singapore) and online portals. Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application. Please review our full Personal Information Collection Statement on the school website: <http://www.nordangliaeducation.com/our-schools/singapore/admissions/the-application-process>.

Important Note: Any special social, medical, dietary, psychological, or educational needs must be noted, with supporting information or documentation attached. If the applicant has been tested for any educational, social, emotional, or psychological purposes, the test results must be submitted with this application. Please refer to the declaration section of this application in reference to the withholding of any additional testing materials during the time of application. We strive to make every effort to place your child in the most appropriate pathway to meet their needs. As a child develops, unidentified needs may present following enrolment. In this case, we may need to re-evaluate a child’s pathway to ensure that they are appropriately supported. This may require a movement of pathway (class).

The Admissions Process

- Review all the School materials and information including the Personal Information Collection Statement found on the DCIS website at <http://www.nordangliaeducation.com/our-schools/singapore/admissions/the-application-process>
- Complete an Application Form and provide all the required documentation on this checklist:
 - Application Form
 - Copies of school reports for the previous 24 months. A certified English translation is required for reports not originally issued in English
 - Any documentation relating to any past, current or future additional services provided to your child
For example, an IEP/ISP; educational-psychological evaluation; speech and language reports; OT reports; etc.
 - A DCIS Student Questionnaire is requested of all students applying to Year 3 and above. There is an optional section for students applying to Nursery to Year 2. A handwriting sample from applicants to Upper Primary and Secondary Schools is also acceptable
 - A letter is requested from the parent detailing any particular skills, talents, achievements or interests (e.g. musical, sports, arts, ICT, etc.) and any other information which may be helpful for your child’s transition into DCIS
 - A recent passport-style photo of each student (attached to the Application Form)
 - A copy of the passport ID page for the student and each parent (for non-Singapore citizens/permanent residents)
 - Copies of the front and back of the student and parent Employment and Dependent’s Passes
 - Re-entry permit of child (for Singapore permanent residents)
 - A copy of the student’s birth certificate/citizenship certificate/Singapore NRIC, (for Singapore citizens)
- Parents/Guardians will be notified once the student’s complete application and documents have been received.
- After an initial review of the application, the student may be invited to undertake an admissions assessment and/or to have an interview. Parents will be asked to accompany their children to the interview. Children entering the Department of Supportive Education (DSE), above the age of five years, will undergo a formal assessment by the Department of Supportive Education. This assessment will be charged separately at the prevailing scale of charges (see Schedule of Fees). Please note that DSE applicants are only assessed when a place is available in the DSE programme.
- The Admissions Committee will review the student’s complete application and assessment and make a decision about acceptance to DCIS.
- Families will be advised of the Admissions Committee’s decision, the year level placement and start date. Possible outcomes are:
 - the student is accepted unconditionally
 - the student is accepted on a conditional basis
 - the student is accepted but placed on a waiting list*
 - the student is not accepted

**Registration on a waiting list does not guarantee a place at the school for the term for which the application is made. The school shall have full discretion in allocating places.*
- Once a place is offered, a family will have a limited period in which to accept the offer. A place at DCIS is only guaranteed once:
 - an offer has been made and the non-refundable and non-deductible Registration Fee has been paid in full
 - for Singapore citizen students, approval from the Ministry of Education has been granted
 - the Student Contract and Advisory Note to Students (Form 12) have been signed and returned to the Admissions Office

The Admissions Office will remove your child from the Application Process if the offer is not confirmed within the offer period
- Invoices for fees will be sent to parents/guardians and upon receipt of fees, the student’s enrolment will be confirmed.

Declaration

I understand that DCIS reserves the right to dismiss, at any time, a student who does not possess valid immigration status, or has proven to be an unsatisfactory member of the school community. If, in the School’s judgement, a student’s conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals, objectives, and programme of the School, parents will be required to withdraw the student at once, even though there may have been no infraction of a specific rule.

I certify that the information provided in the application process to DCIS is complete and accurate and that no information has been withheld, including any prior academic, educational, emotional, or psychological testing results or support. I authorise DCIS to request further information from teachers, counsellors, administrators, and specialists. I understand that if complete and accurate information has not been provided, DCIS may be unable to provide tuition and may withdraw an offer of admission, or exclude or dismiss the student from DCIS at any future date. I have read and I accept the terms and conditions set out in the website, brochure, handbooks, and the accompanying documents. I consent to the collection, use, disclosure, processing and transfer of my personal data, and the personal data of my child and other family members, as set out in the Personal Information Collection Statement.

Student’s name	Your name	Relationship to the student
Date / /	Parent/guardian’s signature	

Contact us
Dover Court International School
301 Dover Road
Singapore 139644

Email
admissions@dovertcourt.edu.sg
School Website
www.dovertcourt.edu.sg

General Enquiries
+65 6775 7664
Admissions
+65 6775 7664