



Application Form

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

Student's preferred name

<p>Affix child's photograph here</p>	<p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Date of Birth <input type="text"/> <small>dd</small> <input type="text"/> <small>mm</small> <input type="text"/> <small>yyyy</small></p>
	<p>Applying for Enrolment Year <input type="text"/> <small>20 yy</small> / <input type="text"/> <small>20 yy</small></p>	<p>Expected start date <input type="text"/> <small>dd</small> <input type="text"/> <small>mm</small> <input type="text"/> <small>yyyy</small></p>
	<p>Nationality <i>(if dual, please indicate)</i> <input type="text"/></p>	<p>Current grade/year <input type="text"/></p>
	<p>Passport number <input type="text"/></p>	<p>Passport expiry date <input type="text"/> <small>dd</small> <input type="text"/> <small>mm</small> <input type="text"/> <small>yyyy</small></p>

<p><input type="checkbox"/> Dependent's pass <input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident <i>(tick as appropriate).</i></p> <p><small>For Singapore citizens, please note that approval is required from the Ministry of Education.</small></p>	<p>Pass Number <input type="text"/></p>	<p>Expiry <input type="text"/> <small>dd</small> <input type="text"/> <small>mm</small> <input type="text"/> <small>yyyy</small></p>
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Applying for *(please tick as appropriate)*:

Dover Court International School
 Department of Supportive Education (DSE)
 English as an Additional Language (EAL)

Applying for year level *(tick only one box): Students must have reached the entry age below before 1st September on the year of admission. 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.*

Lower Primary	Upper Primary	Secondary	
<input type="checkbox"/> Nursery: Full Day (age 3 - 4)	<input type="checkbox"/> Year 3 (age 7 - 8)	<input type="checkbox"/> Year 7 (age 11 - 12)	<input type="checkbox"/> Year 11 (age 15 - 16)
<input type="checkbox"/> Nursery: Half Day (age 3 - 4)	<input type="checkbox"/> Year 4 (age 8 - 9)	<input type="checkbox"/> Year 8 (age 12 - 13)	<input type="checkbox"/> Year 12 (age 16 - 17)
<input type="checkbox"/> Reception (age 4 - 5)	<input type="checkbox"/> Year 5 (age 9 - 10)	<input type="checkbox"/> Year 9 (age 13 - 14)	<input type="checkbox"/> Year 13 (age 17 - 18)
<input type="checkbox"/> Year 1 (age 5 - 6)	<input type="checkbox"/> Year 6 (age 10 - 11)	<input type="checkbox"/> Year 10 (age 14 - 15)	
<input type="checkbox"/> Year 2 (age 6 - 7)			

<p>Is English your child's first language? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If English is not your child's first language, please select their level of English proficiency from the list below:</p> <p> <input type="checkbox"/> Beginner <input type="checkbox"/> Gaining confidence <input type="checkbox"/> Confident <input type="checkbox"/> Fluent <input type="checkbox"/> Native </p>
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<p>What is the main language spoken at home? <input type="text"/></p>	<p>Other languages spoken <input type="text"/></p>
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Details of Sibling #1

Family name	First name
Date of birth <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>	Relationship to applicant: Brother/sister Twin
Family name	First name
Date of birth <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>	Relationship to applicant: Brother/sister Twin

Details of Sibling #2

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	
Mobile telephone number	
Relationship to student	
Primary contact for school communications	Yes No
Email address	
Nationality <small>If dual nationality, please indicate</small>	
Passport number	
EP DP Citizen PR	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	
Mobile telephone number	
Relationship to student	
Primary contact for school communications	Yes No
Email address	
Nationality <small>If dual nationality, please indicate</small>	
Passport number	
EP DP Citizen PR	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 3 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? Yes No
School contact name, email address and telephone number	

School 2

Name of school	Date joined	dd	mm	yyyy	Date left	dd	mm	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? Yes No							
School contact name, email address and telephone number								

Has your child ever been involved in serious disciplinary action such as suspension or expulsion?	Yes	No
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Has your child had any Special Educational Needs (SEN) or learning support assessments/evaluations?	Yes	No
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Select from the list below any support your child has received, is receiving or will be receiving (*tick any/all that apply*)

English as additional language support	Learning support/special education assistance	Counselling
Assessment by an educational psychologist	Speech therapy	Hearing impairment services
Visual impairment services	Services for physical disabilities	Gifted and talented
Other (<i>please specify</i>):		

If applicable, please describe any previous assistance or attention your child has received because of any support indicated above. Please also indicate how often your child has received this support. *e.g. Reading, one to one, two times per week.*

Does your child have any diagnosed medical conditions and require any medication?	Yes (please specify below)	No
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In which country will your child most likely go on to receive Higher Education?

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:		% :	%)
	<small>Parent(s)</small>		<small>Company</small>	

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:		

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.

The Admissions Process

1 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>

2 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)

3 Parents/Guardians will be notified once the student’s complete application and documents have been received.

4 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.

5 The Admissions Committee will review the student’s complete application and assessment and make a decision about acceptance to DCIS.

6 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 students 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.*

7 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

8 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@dovercourt.edu.sg
School Website
www.dovercourt.edu.sg

General Enquiries
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Admissions
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