



# 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

**Dependant's pass**  **Citizen**  **Permanent Resident** *(tick as appropriate)*  
*For Singapore citizens, please note that approval is required from the Ministry of Education. We are 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

Family name

Date of birth dd mm yyyy

Relationship to applicant:  
 Brother/sister  Twin  Already at DCIS

**Details of Sibling #2**

First name

Family name

Date of birth dd mm yyyy

Relationship to applicant:  
 Brother/sister  Twin  Already at DCIS

## Section 2 Family details

|  |
|--|
| <b>Father's/Guardian's full name</b> <small>First name, middle name, last name</small>   |
| Home address   |
| Home telephone number  |
| Relationship to student  |
| Email address  |
| Mobile telephone number  |
| <b>Nationality</b> <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<br><small>Please tick as appropriate</small> |
| Pass number (if applicable)  |
| Occupation   |
| Employer's name  |
| Office telephone number  |

|  |
|--|
| <b>Mother's/Guardian's full name</b> <small>First name, middle name, last name</small>   |
| Home address   |
| Home telephone number  |
| Relationship to student  |
| Email address  |
| Mobile telephone number  |
| <b>Nationality</b> <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<br><small>Please tick as appropriate</small> |
| Pass number (if applicable)  |
| Occupation   |
| Employer's name  |
| Office telephone number  |

Parents' marital status:  Married  Separated  Widowed  Divorced

## Section 3A Student's school history

### Current School

|   |   |
|---|---|
| At what age did the child start formal schooling?   | How many schools has the child attended?  |
| 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  | Language of instruction   |
| Type of curriculum (e.g. IB, UK, USA, National System, etc.)  | Do you give us permission to contact this school? <input type="radio"/> Yes <input type="radio"/> No        |
| In what month does/did the academic year begin?   | School contact name, email address and telephone number   |
| Size of school<br><small>number of students</small>   |   |

### Previous School

|  |   |   |
|--|---|---|
| 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      | Size of school<br><small>number of students</small>   |   |

### Previous School

|  |   |   |
|--|---|---|
| Name of school and address                                   | 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   |   |

### Previous School

|  |   |   |
|--|---|---|
| Name of school and address                                   | 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   |   |

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

## Section 3B Additional support needs

Has your child ever received support for learning?  Yes  No

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

Occupational Therapy  Learning Support  Behavioural, Social and Emotional (includes counselling)

Speech and Language  Physical (includes visual and hearing)  English as an Additional Language

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

My child has been vaccinated for  Diphtheria  Measles

## Section 4 Tuition fee details

Fee payment will be made by:  Father only  Mother only  Split fee payment  Father / Mother / Company  % Fee percentage

Company only  Father / Mother / Company  % Fee percentage

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 The application process

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 applicant's 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
- 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: <https://www.nordangliaeducation.com/our-schools/singapore/personal-data-protection-policy>.

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

- 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 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 Dependant'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)
- Transfer the application fee of SGD\$1,000. If you withdraw your application before we begin the offer/assessment process, we will refund the application fee except an administration fee of SGD\$500. If you have been offered a place or an assessment, but choose not to accept, there will be no refund of application fee.
- For Singapore citizens, please note that approval is required from the Ministry of Education. We are unable to accept students on Long Term Visitor Passes and Student Passes.
- Parents/Guardians will be notified once the student's complete application and documents have been received.
- All students entering the Secondary School (Year 7 upwards) will be required to take an assessment. The assessment will form part of the application process.
- Children applying for one of our Supportive Education programmes will be invited to school for a formal assessment with our Team. The assessment will be charged separately at the prevailing scale of charges (this can be found in the schedule of fees). Please note that these assessments will only take place once a place becomes available.
- 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. 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
  - The student is not accepted
- 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
- 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. 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 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.

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:

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

Student's name

Your name

Relationship to the student

Date

dd mm yyyy

Parent/guardian's signature