

# Welcome To Admissions Dulwich College Shanghai

2017 - 2018



**DULWICH COLLEGE | SHANGHAI |**

上海德威外籍人员子女学校





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# Welcome to Dulwich College Shanghai

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Whether you are already in Shanghai or considering a move here, the Team at Dulwich College Shanghai hopes to be a valuable resource in helping you find the right school for your child.

Dulwich College Shanghai is an excellent school though no school can claim to be the right school for every child. Our role is to help provide you with as much information as possible to enable you make the best decision for you and your family, including those that seem unrelated to the College recognising that such questions can be just as important.

Much of our communication with you will take place by email or telephone, but nothing can replace a visit to the College. We actively encourage you to visit us, to tour the facilities and get a feel for the engaging community. We actively encourage you to bring your children with you on a tour, if possible.

This booklet describes the admissions process and answers many commonly asked questions. On joining the College you will also receive the Welcome Booklet and other helpful resources. These documents will cover many of your questions and we hope you will find them useful. Please visit our website for additional and up-to-date news.

We very much look forward to meeting you and introducing you to Dulwich College Shanghai.

Admissions Team

# Guide to Year Levels

Age as at 1st Sept.	DCS Year Level	Approximate Grade Equivalent	DCS/ UK Key Stage	Curriculum	
2	Toddler		DUCKS Early Years	The Dulwich College Curriculum is based on the English National Curriculum	
3	Nursery				
4	Reception	Pre-Kindergarten			
5	Year 1	Kindergarten	DUCKS Key Stage 1		
6	Year 2	Grade 1	Junior School Key Stage 2		
7	Year 3	Grade 2			
8	Year 4	Grade 3			
9	Year 5	Grade 4			
10	Year 6	Grade 5	Senior School Key Stage 3		
11	Year 7	Grade 6			
12	Year 8	Grade 7			
13	Year 9	Grade 8	Senior School Key Stage 4		International General Certificate of Secondary Education (IGCSE)
14	Year 10	Grade 9			
15	Year 11	Grade 10	Senior School Key Stage 5		International Baccalaureate Diploma Programme
16	Year 12	Grade 11			
17	Year 13	Grade 12			



# Admission to Dulwich College Shanghai

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Admission to Dulwich College Shanghai 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. In addition applicants must be able to demonstrate a good work ethic, a history of school-appropriate behaviour, and a desire to attend the College. To be successful at Dulwich, students must be willing to work hard and be committed to our programme. Additionally, we expect parents to be supportive of, and 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 Shanghai expects students and parents to understand and support the school's aim to serve a diverse community. Our students come from a variety of backgrounds. The administration, teachers, students and parents are always working to maintain an environment that is welcoming to all students.

Each application is reviewed by the Admissions Committee, comprising of the Head of relevant School, Admissions Manager, the Additional Educational Needs faculty (if applicable), and the Headmaster. Admission is based on academic evaluations and assessments, English proficiency, past school records, student interviews, teacher recommendations in the form of a confidential report, and any diagnostic testing that will help the Admissions Committee to understand any special learning needs an applicant may have.

Year level placement is determined by an applicant's age as of 1st September in the academic year of entry (see the "Guide to Year Levels"). Applicants come from many different countries with varying school calendars and enrolment age practices. The College 1st September cut-off date and year level placement policy reflects what we believe to be the most appropriate alignment for academic and social readiness. An exception to this policy would require the approval of the Headmaster and would only be made when all the evidence suggests it is in the child's best interest to be enrolled in a year other than what his/her age suggests. Exceptions are rare.

# Admissions Process

Complete and submit application form, application fee and supporting documents - placed on Candidate List.



Admissions Department to arrange assessments. Overseas candidates can be assessed at their current school.



Admissions Committee will review the file once all supporting documents are submitted and assessments completed.



Candidate meets entry requirements

Application Denied. Parent Informed



**Place Offered/ Accepted**  
A Learning Resource fee of RMB 15,000 is required on acceptance of offer

**Deferment Requested**  
One deferment will be allowed, but application will be considered withdrawn/ closed thereafter

**Waiting List**  
If there are more candidates than available places the applicant will be placed on a waiting list

Application Closed. Candidates may reapply after one academic year has passed.

## Admissions Criteria

Students wishing to enrol in the College must follow the Shanghai Municipal Education Commission requirements, detailed below:

- Parent foreign passport holder with alien employment permit issued in Shanghai
- Parent PRC passport holder but student has foreign birth certificate
- All family members are PRC passport holders with foreign permanent residence permit and obtained a waiver letter from the Shanghai Municipal Education Commission allowing them to apply Dulwich College Shanghai
- Family is from Hong Kong, Macau or Taiwan and working in Shanghai

Families who are unsure about their eligibility to attend an international school should request a copy of the Admissions Policy, released by the Shanghai Municipal Education Commission (SMEC).

In addition to providing the application form and supporting documents, all students wishing to enroll at Dulwich College Shanghai are subject to the Admissions criteria set out below:

### Students applying for Toddler/Nursery/Reception

Students applying for entry in the Early Years must submit current/prior school records and a teacher comment report from their current teacher if the student has had previous education. Parents will also need to complete a report. Students entering Nursery and Reception must be toilet trained. All applications are reviewed by the Admissions Committee before a place is offered.





### Students applying for Year 1 and Year 2

Students applying for entry into Year 1 and Year 2 must submit current/prior school records. A teacher comment report from their class teacher or Principal is also required. Once the report is submitted, the student will also be assessed by the Head or Deputy Head of DUCKS for their year level before the Admissions Committee reviews the application or a place is offered.

### Students applying for Junior School (Year 3 to Year 6)

Students applying for entry into Year 3 to Year 6 must submit current/prior school records. A teacher comment report from their class teacher or Principal is also required. Students also undertake assessments to ensure they can access the curriculum. Candidates whose first language is English will also complete a 30-minute writing assignment. Candidates whose first language is something other than English will also take an "English as an Additional Language" assessment.

### Students applying for Senior School (Year 7 to Year 13)

Students applying for entry into Year 7 to Year 13 must submit current/prior school records. A confidential report from their class teacher or Principal is also required. Students also undertake assessments to ensure they can access the curriculum. Candidates whose first language is something other than English will also take an "English as an Additional Language" assessment. Students will also need to provide their option choices for review as part of the admissions review. Candidates for the IGCSE and the IB Diploma will also be interviewed by the Head or Deputy Head of Senior School.

- Entry into Year 11

Applications for enrolment into Year 11 are considered on a case by case basis and are typically not considered for Term 2 and 3 as current students will be on study leave for mock exams and final exams for a large portion of this period.

- Entry into Year 12

Candidates applying for a place in Year 12 will be interviewed by the Head or Deputy Head of Senior School.

- Entry into Year 13

The College will very rarely consider entry into Year 13. To be considered, students must be applying from a nearly identical IB programme. Applications are evaluated on a case by case basis.

Once all items have been received, the Admission Committee will review the student's application materials and inform parents about the admission decision. As Dulwich College Shanghai is a selective school, not all students who apply will be offered a place. We select only those students who appear to be most likely to succeed academically, socially, and emotionally.

## **Overseas Candidates**

Special arrangements can be made for the entrance assessments to be administered at the candidate's current school.

If a candidate cannot be interviewed, a provisional place may be offered which can be withdrawn if the College later determines it cannot support the child's needs, or there is a concern raised that was not previously known.

## **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.

The type of support we offer is tailored to fit the individual student, but in general it 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, and generally this means supporting those with only mild needs compared to those with moderate to severe needs.

## **English as an Additional Language (EAL)**

Candidates whose first language is not English may be subject to additional entrance assessment for English as an Additional Language (EAL). The purpose of such assessment is to further explore whether the candidate can access the English-based curriculum and whether the level of support needed fits within the level of staff support available.

Students who require additional English language assistance in order to access the curriculum successfully are provided with English as an Additional Language (EAL) support. There is an additional annual cost for this service. Please refer to the fee schedule on page 14. Our EAL specialists help students develop the skills necessary to complete their school work in English by working and planning with the students' class and subject teachers. Students who are not native English speakers, but who are fluent in English and also have age appropriate literacy skills in English, are not classified by the College as EAL learners. In order to ensure a balanced and diverse student body, the College reserves the right to limit the enrolment of EAL students per class and year group. The College will only admit those students for whom it can make adequate provision of support, and generally this means no more than twenty percent in any class or year level.

## **Candidate Lists & Waiting Lists**

An applicant will be placed on the Candidate List after the initial application (a signed and completed application form and non-refundable application fee) has been received. Supporting documents may follow.

Once all items are received and the Admissions Committee has determined that the applicant meets the entry requirements of the College, the candidate will be offered a place or, when there are no available places (or when the application is for a future academic year), placed on a waiting list in the order of the date the applicant is deemed admissible by the Admissions Committee. This will be true except in cases where priority is given. Priority will be given to:

- a child of a full-time member of teaching staff
- a qualified sibling of a current student who has been deemed admissible
- a child transferring from another Dulwich College International school in the network
- a returning Dulwich College Shanghai student (please request details of the College Policy)

Dulwich College Shanghai offers a highly sought after programme, which can create waiting lists in some year groups. It is in the applicant's best interest to complete the admissions process quickly to ensure the earliest possible decision for you and your family.

Waiting lists roll over each year so that the prioritisation of the applicants on the list is maintained. Parents of candidates remaining on the waiting list will be contacted and asked to submit new supporting documents when applicable in order to confirm they would like to remain on the waiting list for the following academic year. Applications will only be reconsidered when all new documentation is provided. Waiting list positions are not disclosed to parents.

## **Acceptance and Resource Fee**

Applicants accepted for admission will receive an invoice following the acceptance letter. Upon notification of acceptance, parents are invited to confirm their intention and pay a refundable Resource Fee. If payment is not made by the date specified in the invoice, the applicant's place will be forfeited and may be given to another applicant. No student will be allowed to attend class until his or her tuition and Resource fee has been paid.

## **Admission Appeals**

Parents may request an appeal if they can show additional evidence which demonstrates readiness, but as all evidence is typically already included in the assessment procedure, a change in the admission decision is rare. Students are permitted to re-sit the assessment tests after one academic year has passed. The College is not under any obligation to release the results of the assessment tests.

# Annual Tuition Fees for 2017 - 2018

<b>APPLICATION FEE</b>	RMB 3,500 non-refundable and non-transferable
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<b>2017 / 2018 Annual Tuition Fees</b>		
<b>Year Level</b>	<b>Annual Payment</b>	<b>Payment by Term</b>
Toddlers (5 half-day's per week)	RMB 100,000	RMB 35,000
Toddlers (Full-day)	RMB 195,000	RMB 68,250
Nursery / Reception	RMB 220,000	RMB 77,000
Years 1 - 2	RMB 250,000	RMB 87,500
Years 3 - 6	RMB 252,000	RMB 88,200
Years 7 - 9	RMB 276,000	RMB 96,600
Years 10 - 11	RMB 293,000	RMB 102,550
Years 12 - 13	RMB 299,200	RMB 104,720

Note: All fees are subject to variation at any time and the fee rates shown to a parent/guardian may not be the rates applicable at the date when a place is offered.

A student's entitlement to begin or continue classes at the College is conditional upon payment in full of each term's Tuition Fees and all other charges for which the parent/guardian is liable including all charges set out in this fees schedule and other charges notified to the parent/guardian from time to time via invoice or other methods.

## **Application Fee: RMB 3,500**

The application fee is non-refundable and only valid for the applying school year. This fee is due when the student's application is submitted and required prior to evaluation by the Admission Committee.

## **Payment Terms**

Tuition Fees may be paid annually or by term. Tuition Fees paid annually enjoy favourable rates compared to fees paid by term. Each term's Tuition Fees, and all other charges for which the parent/guardian is liable must, be paid by the due date indicated on the invoice. Whether Tuition Fees are paid by the parent/guardian or the employer of one of the parents/guardians, the parent/guardian shall take full responsibility to ensure that the Tuition Fees and all other charges aforementioned are paid in full before their child can attend the College or continue attendance at the College. Families with 3 or more children enrolled in full day programmes are entitled to a discount of 5% per student (excluding part-time Toddler Programme). A full term's fees are payable for any term during which the student is in attendance, be it for part or all of the term.

## **Payment Methods**

- RMB cash. We regret that the College is only able to accept cash payments in RMB.
- Cheques in RMB.
- Bank Transfer in RMB or U.S. Dollars. Bank account details are printed on all invoices and are available from the Finance Department.

*When paying by bank transfer in U.S. Dollars, please use the prevailing People's Bank of China approved RMB/USD exchange rate at the time of payment. Any shortfall in amounts received by the College, for any reason, will be due on demand or carried forward to the next invoice at the College's discretion.*

## **Administration Charge for Late Payment of Tuition Fees**

If the parent/guardian fails to make payments by the due date according to the College's Terms and Conditions, a late payment administration charge of RMB 1,000 will be imposed for each late payment reminder issued by the College. This administration charge does not apply to pre-approved payment plans agreed in writing by the College prior to the deadline for payment of the relevant fees or charges.

## **Withdrawal by Parent/Guardian**

If a parent/guardian desires to withdraw a child for any reason from the College, that parent/guardian shall deliver a written withdrawal notice to the College: (i) by 15th October for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January for withdrawal from or at any time in Term 3 of the school year; or (iii) by 1st April for withdrawal at the end of Term 3 of the school year or from or at any time in Term 1 of the following school year. If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday.

## Refund Policy

A full term's Tuition Fees are payable for any term during which the student is in attendance be it for part or all of that term, and for the term for which inadequate withdrawal notice is given. If adequate withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting a 5% surcharge per term attended by the student in the school year from which the student is withdrawn (5% surcharge only applicable to payment on annual basis). If late withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting (i) the Tuition Fees for the term withdrawn late and (ii) a 5% surcharge per term attended by the student in the school year from which the student is withdrawn and for the term withdrawn late (5% surcharge only applicable to payment on annual basis); if Tuition Fees have not been paid they shall remain due and payable.

The College requires firm commitment for enrolment after the applicable withdrawal deadline, therefore once an enrolment place has been reserved, full Tuition Fees for the relevant first term will be due and any withdrawal from that term shall be treated as late withdrawal. All Tuition fees and charges are subject to variation at any time and the rates shown to a parent/guardian may not be the rates applicable on the date when a place is offered or when withdrawal is made.

Refund Schedule of Tuition Fees Paid				
	Written Notice On or Before 1st April	Written Notice On or Before 15th October	Written Notice On or Before 31st January	Written Notice On or After 1st February
Annual Fees	100%	65%	30%	0%
Term 1 Fees	100%	0%	N.A.	N.A.
Term 2 Fees	N.A.	100%	0%	N.A.
Term 3 Fees	N.A.	N.A.	100%	0%

\* For illustration purposes only, kindly refer to the policies set out above.

## Resource Fee

A Resource Fee is a supplementary fee payable on acceptance to the College to support the initial investment of Educational Resources. The Resource Fee for 2017/18 is RMB15,000. This fee is held by the College to ensure that College property including: books, reference materials, IT equipment, science equipment and other academic and co-curricular resources are duly returned to the College in satisfactory condition. The Resource Fee will be refunded to parents/guardians after the return of College property and deduction of any reimbursement due to damage to the College property and deduction of any outstanding Tuition Fees payable to the College.

## School Lunch

The cost of school lunch is not included in the Tuition Fee. School lunch is catered by an external provider and payment works on a smart card system. Lunch may be paid annually, by term or by monthly directly to the catering company.

## English as an Additional Language (EAL) Fee

A non-refundable fee of RMB20,000 will be charged for students who require EAL support in order for them to access the full curriculum in the future. The annual fee is to support a portion of the cost of the additional academic resources required to run such a programme.

## School Bus Service

The Bus service may not be available to distant locations and we are unable to create a new bus stop for fewer than three students. One way bus riders will be charged the same as round trip bus riders. Bus refunds for students withdrawing from the College are calculated in the same manner as Tuition Fee refunds for withdrawing students. Bus refunds for students who need to change their bus during the school year will be handled individually.

Zone	Location	Annual Payment	Payment by Term
A	Within Pudong: Round Trip	RMB 15,000	RMB 5,250
B	From Puxi: Round Trip	RMB 16,500	RMB 5,775

## School Uniform

All students at the College, excluding toddler children, are required to wear a school uniform. The school uniform will vary at certain Key Stages and is different for warm and cold weather so students will need to adhere to seasonal requirements. Please be sure that all items are clearly marked with the student's name. Student accounts in Nursery through Year 11 are credited with RMB 800 at the beginning of the school year. The credit can only be applied towards compulsory school uniform items, and is not transferable to other students or following school years.

## School Trip Fees

Optional school trips expenses will be borne by parents.

## Public Examination Fees

Examination fees for IGCSE/GCSE and IB programmes are included in Tuition Fees.

# How to find us



## USEFUL INFORMATION

Dulwich College Shanghai  
266 Lan An Road, JinQiao, PuDong 201206  
地址：上海市浦东金桥蓝桉路266号,201206

Tel: (8621) 5899-9910 Fax: (8621) 5899-9810  
Email: [admissions@dulwich-shanghai.cn](mailto:admissions@dulwich-shanghai.cn)  
[www.dulwich-shanghai.cn](http://www.dulwich-shanghai.cn)

Nearest Metro Station:  
Line 2 - Shanghai Science and Technology Museum  
Line 6 - Yunshan Road

# College Calendar 2017 - 2018

Month	M	T	W	TH	F	SAT	SUN	Event
2017		1	2	3	4	5	6	
August	7	8	9	10	11	12	13	11 August: New Student Orientation Day
	14	15	16	17	18	19	20	14 August: first day of term
	21	22	23	24	25	26	27	
	28	29	30	31				
September					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
October							1	
	2	3	4	5	6	7	8	2 -6 October: National Day holiday
	9	10	11	12	13	14	15	4 October: Mid-Autumn Festival
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
November			1	2	3	4	5	
	6	7	8	9	10	11	12	9- 10 November Professional development days
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
December					1	2	3	
	4	5	6	7	8	9	10	15 December: last day of term
	11	12	13	14	15	16	17	18 December - 5 January: Christmas holiday
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
2018	1	2	3	4	5	6	7	
January	8	9	10	11	12	13	14	8 January: first day of term
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
February				1	2	3	4	
	5	6	7	8	9	10	11	12 - 23 February: Chinese New Year holiday
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28					

Month	M	T	W	TH	F	SAT	SUN	Event
March				1	2	3	4	30 March: last day of term
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
April							1	2 - 6 April: Spring break 9 April: professional development day 10 April: first day of term
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
May		1	2	3	4	5	6	1 May: Labour Day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
June					1	2	3	15 June: last day of school 18 June: Dragon Boat Festival
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
School days:					181		First/Last Day of Term	
Term 1:					79		School/ Public Holidays	
Term 2:					50		Professional Development Days	
Term 3:					52			



**DULWICH COLLEGE**  
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