



**DAY WATERMAN  
COLLEGE**

# ADMISSION POLICY

Revision Date

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## 1.0 Introduction

Day Waterman College is a full boarding International College providing Secondary Education to students based on the British Curriculum. DWC therefore admit students based on a selective process aimed at achieving her corporate vision/mission.

## 2.0 Objectives

The aim of DWC is to provide a broad and balanced range of quality learning opportunities within a full boarding learning environment, in a natural and peaceful setting, which is conducive to effective learning.

The objectives of DWC Admission Policy are to ensure:

- i. that the process of selection complies with DWC's adopted corporate standard of operation
- ii. that the process of student admission is in line with established and known global standard
- iii. that the process of student admission follows relevant national rules and regulations.

## 3.0 Definition of Terms and Abbreviations

- |     |                                  |   |   |
|-----|----------------------------------|---|---|
| i   | <b>“minimum eligibility age”</b> | - | Minimum age of the candidate seeking admission must have attained before being admitted into DWC. It implies that the candidate birthday must have passed or coincide with the first day in DWC as a student. |
| ii  | <b>SLT</b>                       | - | Senior Leadership Team comprising of the Principal, Vice Principal (Academics), Vice Principal (Pastoral) and Head(s) of Boarding.  |
| iii | <b>DWC</b>                       | - | Day Waterman College  |

## 4.0 The Policy

### 5.1 Components of Admission Process

To secure the success of the students and DWC, admission process shall have three (3) components:

- i. Entrance Examination for Preliminary selection
- ii. Personal interview and assessment activities for quality review
- iii. Offer, acceptance and confirmation

#### 5.1.1 Entrance Examination for Preliminary Selection of Candidates

- a. DWC offers a broad, rigorous programme and its entrance exam looks for evidence of a student's preparation to succeed at DWC, paying particular attention to Intellect, proven by a history of academic success. The entrance examination shall be in written format and must include a test on use of English language.
- b. Candidates must pass the entrance examination before being selected for the next stage

- c. For candidates residing abroad, arrangements shall be made for entrance tests to be administered by candidate's current school.

### **5.1.2 Personal Interview and Assessment Activities for Quality Review**

- a. DWC is a full boarding school and to take due account of academic and social maturation issues, DWC will admit students according to strict criteria with regards to the following:
  - i. Enthusiasm, curiosity & a passion for learning
  - ii. Ability to fit into a boarding environment
  - iii. Well disciplined, social and respectful personality traits
  - iv. Ability in sports or the arts
  - v. Recognized leadership in other socio-cultural activities relevant to the age of the candidate and
  - vi. Other notable and special talents
- b. A member of the SLT shall interview the candidate to assess candidate's ability, a set of activity (ies) may be given as task to the candidate to assist the reviewer in making required decision.
- c. A member of the SLT shall interview both parents of the candidate to assess their willingness to support/play active role in the candidate's learning development process if admission is offered and their acceptance of DWC's cultural disposition.
- d. No member of the staff shall be allowed to interview any candidate known to be related to them biologically or by social affinity
- e. For candidates residing abroad, the Principal, at his/her discretion, may accept a confidential reference from the applicant's current Head Teacher should an interview not be possible.
- f. The SLT shall review candidate's performance at admission process stage 1 & 2 and offer provisional admission based on a candidate's academic ability, personal qualities, and other special talents.

### **5.1.3 Offer, Acceptance and Confirmation of Admission**

- a. Provisional admission shall be offered to candidates who are successful, the number being subject to admission spaces available in the school
- b. The number of candidates to be placed on waiting list shall not exceed 20 in any given academic year.
- c. Acceptance by parent of provisional admission must be done within 30 days as confirmation of admission shall be on first to accept basis.
- d. Confirmation of Admission can only take place subject to the following

- i. Confirmation of submissions, declarations and depositions made by candidates and parents during the interview process
  - ii. Receipt and review of references from candidate's previous school
  - iii. Submission of signed acceptance letter to be accompanied by payment of Acceptance fees
  - iv. Submission of candidate's medical report in the format acceptable to DWC
  - v. Submission of signed Enrolment Agreement by parents/guardian/sponsors of candidate
  - vi. Submission of signed Withdrawal Notification Agreement by parents of candidate
- e. Waiting list shall be vacated as soon as the Indigent scholarship admission process is concluded for the session and all admission spaces on offer are filled subject to sections 5.3 & 5.5.

#### **5.1.4 Cancellation of Admission Offered to Candidate**

At any point in the admission process DWC may withhold or outrightly withdraw admission offer made to candidates where:

- a. previous school of a candidate indicates their behaviour was such that it affected the learning of other students.
- b. the SLT can make the judgement that candidate will not be able to cope with the curriculum and/or Pastoral demands.
- c. the SLT feels it cannot adequately provide for a candidate whose specific needs are beyond the level of support it can offer.
- d. Parent(s) or guardian, for the purpose of candidate's admission, made submissions, declarations or deposition that is discovered to be
  - i. Incomplete in material fact
  - ii. inaccurate
  - iii. untrue

## **5.2 Candidates' Eligibility**

Day Waterman College is a full boarding school and to take due account of academic and social maturation issues, DWC will admit students according to strict criteria with regards to the following:

### **5.2.1 Primary Focus of the Admission Process**

- a. Admission process is primarily focused at enrolling new students at the entry level (i.e. Year 7) and students are to be admitted at the beginning of the academic session.
- b. Consideration may be given to candidates applying to join DWC in Years 8, 9 & 10 provided that

- i. There are vacant spaces both at the year group being sought as well as within the Boarding Houses
  - ii. Such candidates will be subject to same admission criteria as other candidates and all criteria stipulated by this policy
- c. Special waivers  
Candidates may be allowed to join DWC during the academic session in exceptional circumstances.
- d. Admission to year 11 by special waiver  
Candidates are not allowed to join DWC at year 11 except
- i. They are 2<sup>nd</sup> or 3<sup>rd</sup> sibling who had to be transferred under exceptional circumstances
  - ii. They are children of staff who had to relocate to be able to perform the required services to DWC
  - iii. They are children or grandchildren of the Directors or members of the college Board of Governors
- A prior request for special waiver in reference to this paragraph shall be presented to the Board of Governors for approval.

### 5.2.2 Age of Candidate

Candidates seeking admission into DWC must have attained the minimum eligibility age as at 30<sup>th</sup> September of the year of entry into DWC. The established eligible age is as follow:

Entry Year	Minimum Eligibility Age
YEAR 7	11 Years old
YEAR 8	12 Years old
YEAR 9	13 Years old
YEAR 10	14 Years old
YEAR 11	15 Years old

Proof of minimum age eligibility must be obtained before offers are made to candidates.

### 5.2.3 Consideration for Underage Candidates

Candidate who is underage but can attain the **minimum eligibility age on/before 31 December of the year of entry** may be considered provided they fulfil all the following conditions:

- a. Candidate is assessed by more than one member of the SLT (of both Pastoral & Academic Departments) as matured enough to live and study in DWC standard Pastoral and Academic conditions.
- b. Candidate scored not less than 15 percentage point above the set cut-off for the admission year cohort.

### 5.2.4 Age Requirements to Partake in Entrance Examination

Candidate seeking to write entrance examination to Year 7 shall not be less than 10 years of age at the time of writing the examination.

### **5.3 Limitation on Facility**

#### **5.3.1 Admission Spaces On Offer**

For each academic session number of admission spaces on offer shall be subject to

- a. The stated capacity of DWC facilities less the number of returning students
- b. Computed vacant space less the number reserved according to priority schedule (para 5.5)
- c. Stated capacity is dependent on holding capacity of the Pastoral Facility as well as standard class size for teaching/learning services

#### **5.3.2 Stated Pastoral Capacity**

Current holding capacity of the Pastoral Facility as at 1<sup>st</sup> February 2020 is 480 students

#### **5.3.3 Class Holding Capacity**

Standard class holding capacity in 20.

### **5.4 No discrimination**

5.4.1 DWC is an all-inclusive educational service provider, the admission process shall therefore not discriminate against any candidate based on

- i. Race
- ii. Ethnic group
- iii. Gender
- iv. Religion and
- v. Socio-Economic background

5.4.2 DWC is an inclusive college and aims to provide opportunities for students with ability, regardless of their economic status. To this end, up to 10% of all places will be reserved for indigent scholarship candidates, who will be required to meet rigorous entry criteria. If there are no students eligible for scholarship awards the places will be released to non-scholarship applicants.

5.4.3 DWC's inability to offer admission to a candidate with special needs because of lack of facility within DWC campus to assist such candidate if admitted into DWC shall not be construed as discrimination

5.4.4 DWC shall not solicit for or accept gadgets or equipment from prospective parents or other institution/corporate bodies for the sole purpose of making it possible for any particular candidate with special need to be admitted to study in DWC except if:

- a. A comprehensive medical report on the special need have been obtained and reviewed by a qualified professional appointed by DWC

- b. There exists trained manpower and resources to efficiently meet the special need and such resources have been assessed, documented and approved by the Board of Governors

## 5.5 Priority Groups

DWC aims to provide equal opportunities for all qualified candidates. In allocating spaces on offer for admission priority shall be given in the following order:

### 5.5.1 Indigent Candidates

A reservation of not more than 10 spaces shall be on offer annually for successful applicants under the indigent scholarship scheme. Such candidates shall be those with ability and skill who are challenged by the following circumstances:

- a. Families with poor economic status
- b. Candidate(s) with medium term refugee status in Nigeria who have been displaced by war or natural disaster

Candidates in this category can only be accepted if they apply through the **Day Waterman College Indigent Scholarship Fund Scheme** and have been duly screened in line with the Scheme's procedure for selection of scholarship students.

### 5.5.2 Children of staff and other Officers of DWC

Number of space on offer to be reserved for DWC staff children of staff and other Officers of DWC shall not exceed 12 students on roll in any academic session. The stated maximum of 12 students on roll shall include returning students in the same academic session. All applicants with this status shall go through the standard admission processes like other regular applicants.

## 5.0 Responsibility for Policy Formulation Review and Approval

- 6.1 Responsibility for the formulation and review of Admission Policy is vested in the SLT of DWC.
- 6.2 Responsibility for the Approval of the new policy or its amendment lies with the Board of Governors.
- 6.3 This policy shall be reviewed for amendment (if any) every session on the due date noted in the document control provided that such due date shall not be less than 45 days before the commencement of admission process for subsequent academic session.
- 6.4 The Board of Governors reserves the right to amend this policy at any time before the next review date. Such review may be made consequent upon:
  - a. Change in operating conditions
  - b. Change in prevailing circumstances at any time
  - c. Request for a change by the SLT or any member of the Board of Governors.



## 6.0 Referenced Policy(ies) and Mandatory Documentations

### 7.1 Referenced policy(ies)

- i. DWC Tuition Policy
- ii. Medical Policy

### 7.2 Mandatory Documentations required before confirmation of Admission

- i. References from (Previous School)
- ii. Admission Acceptance Form
- iii. Candidate's medical report and investigation forms
- iv. Enrolment Agreement
- v. Parent Interview Form
- vi. Candidate Interview Form
- vii. Candidate's Application Form
- viii. Candidate's Entrance Examination Script/CAT score.
- ix. Parents/Guardian/Sponsors Biodata form

### 7.3 Mandatory Documentations required before termination of Admission

- i. Withdrawal Notification
- ii. Parent Feedback Form