

POLICY
ADMISSIONS – INTERNAL APPLICATIONS FOR IBDP

Mission and vision

1. Entry into Waterford Kamhlaba (WK) is highly competitive, particularly to the International Baccalaureate Diploma Programme (IBDP).
2. There is no quota of internal applications to the IBDP. Every individual applicant that meets the criteria described herein will be admitted to the programme.

Purpose

3. This policy applies to (WK) students wishing to apply for admittance to the (IBDP) offered by the College.
4. There is no automatic entry into the IBDP for our Form 5 students. All internal applicants have to follow the internal application processes governed by this policy.

Application process

5. Students and their parents will be given ample information about the options available to them at the conclusion of the IGCSE programme, including the IBDP offered at the College.
6. They are welcome and encouraged to consult with the Admissions Director and the IGCSE Coordinator at any stage whilst enrolled for the IGCSE.
7. The duly completed and signed application form (by applicant and parent(s) / guardian(s)) is submitted by the due date.
8. The College reserves the right to request from the applicant and / or his parent(s) / guardian(s) any or all of the following:
 - 8.1. Any further information.
 - 8.2. A motivational letter.
 - 8.3. An interview.
9. Once applications have been submitted, applicants will be given in writing from the Principal one of two decisions:
 - 9.1. Provisional offer of a place:
 - 9.1.1. The applicant has met the criteria for acceptance into the programme.
 - 9.1.2. The offer of a place may be withdrawn if the applicant fails to meet the criteria for the duration of the IGCSE programme, including meeting the academic standards required in the final IGCSE examinations at the end of Form 5.
 - 9.2. No offer:
 - 9.2.1. The applicant has failed to meet one or more of the criteria required to be accepted.
 - 9.2.2. Having received a regret letter, the applicant may apply again at the end of each successive term completed at the College, based on the results of that term and all of the other criteria.
 - 9.2.3. A full new application is submitted. It is recommended that an alternative set of subjects is submitted with a new application.
 - 9.2.4. Each application is considered anew and judged on its own merits.
 - 9.2.5. An application that follows the completion of the IGCSE final examinations will only be for admittance in the following year after the release of the results in January.
 - 9.2.6. There are no appeals about the decision of the school. Students are welcome to apply again the following term based on their new results. They may apply to do different subjects in any subsequent application.
10. Alternative programme of study to the Waterford IBDP:
 - 10.1. All applicants are advised to have an alternative programme of study in case they fail to meet the requirements of entry into the IBDP, even if they receive an initial provisional offer, and especially if they only just meet the requirements (especially the academic ones).
 - 10.2. If they receive a “regret” at any stage of the process they are advised to make application elsewhere immediately so as to comply with the application processes of other institutions.

Selection criteria

11. The following criteria will be used to adjudicate all applications. The committee will apply its professional judgement in adjudicating all the criteria in making a decision.
12. Academic results:
 - 12.1. IB higher level subjects: at least a Grade "B" in their Form 4 final exam mark.
 - 12.2. IB standard level subjects: at least a Grade "C" in their Form 4 exam mark.
 - 12.3. IB subjects not offered in the IGCSE programme: the same results described above in "equivalent" subjects. For example, IB Anthropology is equated with Geography or History.
13. Participation in the extra-curricular life of the school: an important component of the IBDP is CAS and applicants will not manage this component unless they can demonstrate an active role in this side of school life.
14. A record of behavior at the school commensurate with the expectations of the academic endeavor required by the IBDP. This includes tardiness and attendance at school / lessons.
15. Arrears in school account: a history of late fee payments may disqualify applicants. All fees are up-to-date at the conclusion of the Form 5 year, otherwise the offer of a place will be withdrawn.
16. The prescribed deposit securing the offer of a place is paid by the prescribed date. (If a student has the offer withdrawn after having paid the deposit, the deposit will be refunded.)

The decision-making process

17. All Form 5 students apply on the prescribed application form according to the published timelines. Any deviation from said timelines may result in an application not being considered.
18. Decisions are made by the IBDP Selection Committee (the Committee), consisting of:
 - 18.1. Admissions Director (Chair): coordinates the process including communications with the students and parents.
 - 18.2. Deputy Principal (academic).
 - 18.3. Deputy Principal (pastoral): provides any information on any applicants regarding disciplinary matters involving the Major Rules as described in the General Information Booklet (GIB).
 - 18.4. Residences Director: provides any information relevant to any boarders applying.
 - 18.5. IGCSE Coordinator provides:
 - 18.5.1. The academic results.
 - 18.5.2. The recommendations of the relevant staff.
 - 18.6. IB Coordinator.
 - 18.7. The Principal.
 - 18.8. The relevant tutor: may be called in to discuss a particular applicant, who will then provide whatever information is regarded as relevant.
19. The process:
 - 19.1. Applications are received by the IGCSE Coordinator on the prescribed form by the prescribed date.
 - 19.2. The IGCSE coordinator enters the relevant "For Office Use" information on the Application Form.
 - 19.3. The committee deliberates and makes a decision. In deliberating the Committee may request further information from the applicant or anyone else.
 - 19.4. Decisions will be communicated to the applicants as soon as practically possible.

Financial Aid

20. Application into the IBDP and application for a WK scholarship are two independent processes. The College will make its decision on scholarship support in accordance with the College's Scholarship Policy.

Approved by the CMG: 27 March 2014
1st Amendment approved by the CMG: 07 March 2016

2nd Amendment approved by CMG: xxxxxxxxxx