

## **WATERFORD KAMHLABA UWCSA POLICY: ADMISSIONS**

### **Purpose**

1. This policy aims to explain how student entry into Waterford Kamhlaba (WK) works, both in terms of practice and philosophy. We trust that it will help prospective parents and students plan their application and understand the process. Entry into WK at any level is very competitive (particularly for those seeking scholarship). Admission is increasingly selective from Form 1 to IB1. This document should be read in conjunction with the information published on the admissions page of the school's website.

### **Admissions Mission and Vision**

2. The diversity of the student body is a vital part of the identity and success of the school. The aim of the admissions team is to sustain a healthy diversity in each new intake of highly talented students in terms of nationality, socio economic background and experience. We seek to maintain the right balance of the best boys and girls and day and boarding students in order that the college can fulfill its objective of being the leading school in Swaziland, and a highly reputable "pan African" institution as well as a United World College.

### **Application Timeline**

3. Our academic year runs on the southern hemisphere calendar from January to November and consists of 3 terms. Openings at the start of Term 2 (May) and Term 3 (September) only emerge if current students withdraw in the course of the year. Applications are welcomed early in the year prior to a January start the following year.
4. Internationally mobile families should aim to test on campus as soon as they arrive in the country if not before with an advance visit. WK pledges to accommodate students new to the country who test strongly as soon as possible.
5. The Admissions Timeline is included as an appendix to this policy. Early testing is strongly encouraged.

### **Sources**

6. WK has a number of feeder schools, particularly in Swaziland. There is no quota on the number of applicants that can be accepted from any one school or indeed country but we do actively seek diversity. We work with a number of agencies and trusts to admit students from previously disadvantaged backgrounds.

### **The process**

7. Every applicant must come to campus for an entrance test or meet a WK representative in person at one of our testing days in various capital cities as advertised early each year on the website. Every Swazi based applicant must come to one of the two entrance testing Saturdays held in Term one. South African based applicants should also aim to test at these events but if the dates are inconvenient we accept appointments on weekdays during the same time period.
8. It is advisable that every applicant registers their interest and intention to test in advance by phone or email. Fully completed application forms, latest school reports and the entrance test fee can all be submitted on arrival for the test and interview.
9. Applicants may only lodge one application per year.

### **The Numbers**

10. The table below outlines the number of new students WK seeks to enroll each January.

Form 1	50
Form 2	25
Form 3	0"
Form 4	10

Form 5	0^
IB1	60*
IB2	0^

“ unless current students leave

^ because this is the second year of a 2 year IGCSE/IB Diploma Programme

\*much of this number will be made up of UWC National Committee students

### United World College Entry

- At IB diploma level most of the new intake is made up of “National Committee” students who are selected in their home country and then nominated to WK by a committee of UWC volunteers. As a UWC with 12 sister schools around the world we are committed to playing a full part in this global movement by accepting these very strong students who clearly add to our mission and diversity.

### Identifying Entry level

- The minimum age for entry into WK is 11 for Form 1 rising to 16 for IB1. Applicants for IB1 should not be older than 19.
- Applicants for Form 1 must have completed Grade 6 or equivalent before they enroll. Applicants for Form 4 should have completed Grade 9 or Form 2/3 – depending on their current system.
- However the entrance test is the same whichever Form the student is applying for, so it is not critical that the exact level of entry is determined at the point of application. Placement is determined by performance in the entrance testing, taking into account educational background and always in the best interests of the applicant.
- The nature of the tests and interviews for the Forms and for the IB diploma can be found at [www.waterford.sz](http://www.waterford.sz). However no past papers are available.

### Feedback from WK

- In line with the vision of the school, the aim of the admissions office is to admit a highly able and diverse cohort each year. Admission to WK is merit based but admissions decisions are more sophisticated and qualitative than merely accepting the first students to test each year who meet our academic requirements. This means that it may take some weeks for us to make and mail a decision to applicants in the light of their results and the strength of the applicant pool. We recognise that waiting for a decision can be an anxious time and we appreciate your patience.
- We aim to give written feedback to applicants within a month of the test, whether the decision is to offer a place, a place on a waiting list or regret the application. Parents are welcome to contact the Director of Admission to seek clarification on any decision but we do not release exact scores or test papers. Appeals are not considered but at the discretion of the school a retest could be organized for later in the cycle under special circumstances. Students on a waiting list are ranked by score at whatever point they test in the year. It is very common for us not to go to the waitlist but we do notify parents as soon as an opening arises.
- Parents of accepted students should pay the entrance fee and deposit by the stipulated date or risk forfeiting the place to a waitlisted applicant.

### Financial Aid

- The College will make its decision in this regard in accordance with the College’s Scholarship Policy.

### Connections to WK

- WK appreciates the support of its current parents and we understand that it is usually desirable to have siblings in the same school. We aim to accommodate younger siblings, and indeed other family connections with the school, but every child has to meet the entrance criteria to be offered a space.

### Contacts

- Director of Admission – John Storer – [careers@waterford.sz](mailto:careers@waterford.sz)

22. Admissions Secretary – Martha Dlamini – [admissions@waterford.sz](mailto:admissions@waterford.sz)  
 23. Current student ambassadors can be contacted through the website or social media.

**Appendix: Admissions Timeline (refers to the year prior to admission to the school)**

Precise dates vary from year to year. Please see [www.waterford.sz](http://www.waterford.sz) for the current year's dates or contact the school by email – [admissions@waterford.sz](mailto:admissions@waterford.sz) or + 268 24220867

February	Registration for entrance testing
March	March – Entrance Testing Day for candidates based in Swaziland and South Africa for all forms (including IB)
April	<ul style="list-style-type: none"> <li>• Entrance Testing Day for candidates based in Swaziland and South Africa for forms 1-4 only. Swaziland National Committee Interviews for places at WK and sister UWCs</li> <li>• <i>Decisions released to those who tested in March</i></li> </ul>
May	<ul style="list-style-type: none"> <li>• Entrance Testing and Interview Day in regional capitals – Dar es Salaam, Gaborone, Harare, Nairobi</li> <li>• <i>Decisions released to those that tested in April</i></li> </ul>
June	<ul style="list-style-type: none"> <li>• Entrance Testing and Interview Day in Maputo</li> <li>• <i>Decision released to those that tested in May</i></li> </ul>
July	<ul style="list-style-type: none"> <li>• Deposits due to secure places offered in April and May.</li> <li>• <i>Decisions released to those that tested in June</i></li> </ul>
August	<ul style="list-style-type: none"> <li>• <i>Decisions released to those that tested in July</i></li> <li>• The school is usually full for the following year by July and from now on entrance testing is carried out by appointment for places on a waiting list only.</li> </ul>

**Approved & adopted by CMG: 2014-03-24**