

## **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.
2. This Admissions Policy supports the school's mission and the philosophy of the International Baccalaureate and Cambridge International Education by promoting fair, transparent and equitable admissions processes, while ensuring that students admitted are able to benefit from the educational opportunities provided by the school - in line with the values of international-mindedness, intercultural understanding, diversity, academic challenge and student success.
3. This policy does not deal with applications from currently registered students at the school, applying for Admission to the IB Diploma Programme. There is a separate policy for that. This policy should also be read alongside the school's policies on inclusion, language, assessment and academic integrity.

### **Admissions Mission and Vision**

4. 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 of students in each new intake who demonstrate the academic potential, personal qualities and commitment to benefit from and contribute to our educational programme. We seek to maintain the right balance of day and boarding students in order that the college can fulfill its objective of being the leading school in Eswatini, and a highly reputable "pan African" institution as well as a United World College.
5. In accordance with the IB and CIE mission, the school seeks to admit students from diverse cultural, linguistic and socio-economic backgrounds who will contribute positively to the learning community. Admissions decisions support the school's commitment to international-mindedness, inclusion and student success.
6. The school does not discriminate on the basis of race, nationality, religion, gender or disability, while recognizing that Admission is subject to the school's published academic and programme requirements.

### **Application Timeline**

7. 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.
8. 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.
9. The Admissions Timeline is included as an appendix to this policy. Early testing is strongly encouraged.

### **Sources**

10. WK has a number of feeder schools, particularly in Eswatini. 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 to admit students from underserved backgrounds.

## The process

11. Admissions assessments are designed to provide applicants with a fair and equitable opportunity to demonstrate their academic readiness and potential. All admission information is handled confidentially in accordance with applicable data protection requirements.
12. 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 local applicant must come to one of the two entrance testing Saturdays held in Term one. Southern 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. We only administer virtual assessments by special request and under exceptional circumstances.
13. Every applicant registers their interest and intention to test in advance by applying online via our website. Local candidates then attend a local entrance testing day. Internationally based applicants will arrange their entrance test by appointment, by email.
14. Applicants may only lodge one application per year.
15. Applicants with identified learning support needs, disabilities or other access requirements are to disclose these during the admission process. Where feasible reasonable accommodations may be provided during admissions assessments in accordance with the school's inclusion policy. Admissions decisions are based on the applicant's potential to benefit from the programme, together with the school's capacity to provide appropriate support.
16. Admissions decisions also consider whether the school can appropriately support each applicant's academic and pastoral wellbeing.

## The Numbers

17. 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

18. 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. Accepted nominees satisfy school entry requirements in the same way. As a UWC with 17 sibling 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

19. 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.
20. 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.
21. 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.
22. 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. As an English medium school a basic level of English is required.

### **Feedback from WK**

23. In line with the vision of the school, the aim of the admissions office is to admit a high potential 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. Indeed every application is considered in committee. This means that it may take some weeks for us to make and email 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.
24. 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. Admission decisions are final, however, where procedural concerns or exceptional circumstances exist, the Director of Admission may review the decision. Parents are welcome to contact the Admissions team to seek clarification on any decision but we do not release exact scores or test papers. 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 common for us not to go to the waitlist but we do notify parents as soon as an opening arises.
25. 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**

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

### **Connections to WK**

27. 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**

28. Director of Admission – John Storer – [careers@waterford.sz](mailto:careers@waterford.sz)
29. Admissions Associate – Lindelwa Simelane – [admissions@waterford.sz](mailto:admissions@waterford.sz)
30. Current student ambassadors can be contacted through the website or social media.

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

**1<sup>st</sup> Amendment approved by CMG: 2016-03-07**

**2<sup>nd</sup> Amendment approved by CMG: 2021-05-21**

**3<sup>rd</sup> Amendment approved by CMG: 2026-07-22**

## 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     | <ul style="list-style-type: none"><li>• Entrance Testing Day for candidates based in Eswatini and Southern Africa for Forms 1-4.</li><li>• Entrance Testing Day for candidates based in Eswatini and Southern Africa for Forms 1-4.</li></ul>                                 |
| May       | <ul style="list-style-type: none"><li>• Entrance Testing and Interview Day in East Africa - Nairobi</li><li>• <i>Decisions released to those that tested in March</i></li></ul>                                                                                               |
| June      | <ul style="list-style-type: none"><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><li>• Beyond July entrance testing is carried out by appointment for places on a waiting list.</li></ul> |
| September | <ul style="list-style-type: none"><li>• Entrance Testing and Interview Day for Southern Africa – Harare</li></ul>                                                                                                                                                             |