



DOWEN COLLEGE LAGOS

Our Admission Policy

1. Downen College Lagos is a co-educational secondary school established in the heart of Lekki, Lagos that serves students within this catchment area and beyond. Though the school has a **Christian ethos**, it welcomes students of all nationalities and religions. The majority of the students are admitted into our college in Year 7/JSS1, the first year of secondary school, while a few students are admitted into other classes, subject to the availability of space. We pride ourselves on providing quality educational services to our students in order to ensure that each student develops to be the best in line with our motto.

2. Purpose

The purpose of this policy is to ensure compliance with the school's provisions in the area of admission of students. This policy applies to all prospective parents, prospective students, and staff who oversee the admission process.

3. Registration/Enquiry

Admission forms are available at the school's admission office. Candidates seeking admission into year 7/JSS1 must be ten years old in the year of admission. Admission forms and prospectuses are also available online and will be accessed on the receipt of payment for the application forms.

4. The School will

- a. Advertise in the newspapers and other media at the onset of the admission process for the following academic year and also set entrance examination dates. The school's entrance examinations are usually held on three different dates: February, March, and April.
- b. Make available past question papers alongside the admission forms for Year 7/JSS1. Year 7/JSS1 candidates sit for the entrance examinations in English Language, Mathematics, and Non-verbal Reasoning papers. Admission cut-off marks for the candidates are determined.
- c. Provide opportunities for transferees to write the entrance examination in English Language, Mathematics, and Science in junior secondary classes and English Language, Mathematics, and three other core subjects in senior secondary school classes.
- d. Communicate with parents the results of the entrance examination within a week of candidates' writing the entrance examination and conduct interviews for the successful candidates.

5. Admission Requirements:

- a. All categories of candidates, Year 7/JSS1 and transfer candidates are required to sit for an entrance examination appropriate to their level in various subjects. For all transfer candidates, the final offer of admission is based on the performance at the entrance examination and reports (academic and character) from previous schools.
- b. Parents are required to complete the application form, submit the same and choose a venue and a date for the entrance examination for year 7/JSS1 candidates.
- c. Parents are also required to complete the application form and submit it as well as a character/academic reference form in the case of transferees.
- d. Parents are required to submit a recent medical report and the completed medical form for their children during the admission process.**
- e. Parents are also required to submit, on behalf of their children, 2 recent passport-sized photographs; a photocopy of birth certificate; and a photocopy of the last term school report from their present school.
- f. Parents are to assent to the school policies, including the home-school agreement and the students' code of conduct after discussing with their children to complete the admission process.
- g. The school will not entertain admission requests into Year 12/SS3 except under special circumstances that will be reviewed and approved by the Principal.

6. Confirmation of Acceptance

Parents of successful candidates are required to confirm their children's admission by paying the non-refundable deposits by **bank drafts** to confirm their acceptance into year 7 **prior to full payment at a later specified date**; while mid-stream students will need to pay in full before joining the school. Those who wish to defer admission are expected to write to the school and also maintain the place by paying the non-refundable deposit.

Prospective students who fail to secure their place within the designated period may forfeit their admission and their space will be given to other students.

7. Scholarships Opportunities

Dowen College offers three types of Scholarships to students.

- a. **Academic Excellence Scholarship:** This is a Tuition-free scholarship automatically awarded to students who score 90% and above in the entrance examination. It is automatically enjoyed every session if students consistently maintain an average of 90% and above in the subsequent terms, the Christmas, Easter and Summer terms.
- b. **Cathedral Choir Scholarship:** This is only applicable to members of the Christ Church Cathedral Choir, Lagos. Two students are awarded this full scholarship yearly and must obtain an average of 80% at the entrance examination and throughout their education at Dowen College.
- c. **Diocesan Scholarships:** This is only applicable to members of the Diocese of Lagos, the Diocese of Lagos Mainland, and the Diocese of Lagos West. Two students are awarded this full scholarship yearly and must obtain an average of 90% on both the entrance examination and throughout their education at Dowen College.

8. Reservation

The school reserves the right to **refuse** admission to a child even if he/she has passed the entrance tests, taking the best interests of such a child into consideration.

9. Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances as approved by the Board of Governors:

- a. Changes in legislation and/or government guidance
- b. As a result of any other significant change or event.

Signed: Mrs. Adebisi Layiwola, Principal/Head of School Date: 30th Aug., 2021