

ADMISSIONS POLICY AND GUIDELINES

The British School Jakarta (BSJ) accepts applicants throughout the academic year where the space is available. However, we encourage applicants to apply as early as possible as the School may have limited capacity left.

To proceed with the admissions, please follow the steps below:

1. Apply online on <http://bsjakarta.openapply.com>.
2. Submit supporting documents which consist of - but are not limited to - the following documents in soft copies:
 - passports
 - stay permits (for expat only)
 - report cards (for the last two academic years)
 - family registration (for Indonesia national only)
 - health card and
 - a letter of recommendation from the previous school for a child who needs special support.
3. Pay a non-refundable application fee of IDR 4,000,000 per applicant upon submission of the application. This may be paid in cash to the BSJ School cashier or via bank transfer. Please refer to the School Fees leaflet for the School Bank Account details.
4. Complete the entrance assessment and interview (if applicable) for applicants who have completed all the admission documents required.
5. Final decisions on all applications rest with the Head of Primary for Primary levels (Kindergarten 1 - Year 6) and the Head/Deputy Head of Secondary for Secondary levels (Year 7 - Year 13).

BSJ will cancel the enrolment of applicants which proves to be false, fraudulent, incomplete or misleading.

Applications will not be processed until the Admissions Office has received all the required documents and the non-refundable application fee as stated above.

Admissions Timeline

BSJ school year starts in August and ends in June (approximately) and it consists of three terms in one academic year.

- **Term One**
Completed applications for Term One should be submitted by **May 1st**. Admissions decisions will be made by early June.
- **Term Two**
Completed application for Term Two should be submitted by **November 1st**. Admissions decisions will be made by early December.

- **Term Three**

Completed application for Term Three should be submitted by **February 1st**. Admissions decisions will be made by early March.

- Other times such as in the middle of the term

The success of applications made at other times will depend upon availability.

Admissions Priority List

Category I

- Applicants who hold British or Commonwealth National Passports
- Applicants with a sibling currently on the school roll

Category II

- Applicants who hold a diplomatic visa for Indonesia

Category III

- Other applicants

Nationality/Official Documents

- a. While the families are still under temporary residence in Indonesia, the School will check the original passport and temporary residence permits of the permit-holding parents and the students.
- b. The School will record the expiry date of each student's temporary residence permit, and may request to see the original documents. Furthermore, parents should submit a scanned copy of the renewed temporary residence permit to the Admissions Office. A two-month grace period may be allowed before the student begins school.
- c. The change of status of the parent after the student has been admitted by the School will not jeopardise the student's place at BSJ, provided that the temporary residence permit of the student is kept up to date and valid.

Inclusion Statement

At BSJ, we address the diverse needs of our students, offering a strong foundation in all aspects of learning to challenge and prepare them for a successful future. We develop empathy, compassion and actively promote the qualities of respect and tolerance as well as environmental and social awareness.

In order to fulfill the purpose, the School makes provision for students with Individual Needs (IN) and/or who may require support in English and/or counselling. These provisions are limited and particular levels of support cannot be guaranteed. Admission is contingent on a match between the student's needs and the level of service available.

The admission of any student with identified needs (language or learning) is determined on a case-by-case basis using multiple sources of information, such as school records, evaluations, ILP (Individual Learning Plans), report from therapist, and in some cases, an interview.

The School reserves the right not to admit a student to the School if the reasonable needs of the student in this respect cannot be met by the School.

Student Class Placement

Once accepted, all students will be assigned to a class group according to age, previous records, measured aptitudes and achievements, physical and emotional maturity and other pertinent considerations including students' performance in the placement tests. Only in exceptional circumstances will a student be placed in other than his/her chronological age group. Parental preferences will be considered, but the final determination is the responsibility of the Principal.

Please note that your child's current school may name their grade levels differently from BSJ. You may check the BSJ grade level by referring to the [BSJ Grade Equivalent Table](#). All grade placement is based on grade-level age requirements.

Students who arrive after the academic year has started will generally continue in their current grade as long as the evaluation results meet the requirements.

Placement Evaluation to Kindergarten

Kindergarten students must be fully toilet-trained prior to admission.

Before an admission decision can be made, there will be an initial meeting between the Head Teacher, the parents and the student to assess the readiness of the student to be placed in a given class.

Placement Evaluation to Primary School

All new students from Year 1 to Year 6 should have a placement evaluation followed by a writing assessment to determine the level of support or provisions needed.

Placement Evaluation to Secondary School

All new students from Year 7 to Year 13 should have assessments followed by interviews with the Deputy Head of Secondary School and/or the IGCSE Coordinator (Year 10 and Year 11) or IB Coordinator (Year 12 and Year 13). Please note that parents are required to be present during the interview. A placement evaluation may be conducted in certain circumstances.

IGCSE and IB Diploma Programme for BSJ Existing Students

The School has a minimum academic standard of 6 A* - C I/GCSE grades that should be met by BSJ existing students to progress to the IB Diploma Programme. Therefore, the School applies a standard of minimum scores of the entrance assessment which should be met by Year 10 applicants, and BSJ will unlikely accept applicants in Year 11 unless the applicants come from a school with I/GCSE. Only under exceptional circumstances will a student be accepted in Year 11 through a discussion and agreement between the School and the parents.

External Applications to The IB Diploma Programme

The School offers IB Diploma Programme (IBDP), IB Career-related Programme (IBCP) and IB Courses in Year 12 and Year 13, and the School has set a minimum academic standard to be met for an external applicant to join the IB Diploma Programme in Year 12. Applicants may choose one of the programmes based on their preference, their entrance assessment scores and their report cards.

Acceptance

- Admissions Officer will send a formal Acceptance Letter to successful applicants
- All School Fees and Capital Levy Contribution (CLC) Fees should be paid at least 7 days prior to the student attending classes. Please refer to the School School Fee leaflet

Denial

An applicant may be denied admission when there are concerns about the applicant's academic and/or behavioural record, when the applicant's English language proficiency does not commensurate with the year group to which he/she is applying to, or when BSJ is unable to offer a programme to meet the applicant's individual needs.

Wait Pool

If a Year Group is at capacity, applicants may be placed in a wait pool for potential spaces upon the completion of the application form, successful placement tests, and payment of the application fee.

Deferrals and Re-Entries

An applicant who has been accepted or waitlisted can choose to defer his or her place to the following academic year, provided that the School receives notification in due time and there is still space available.

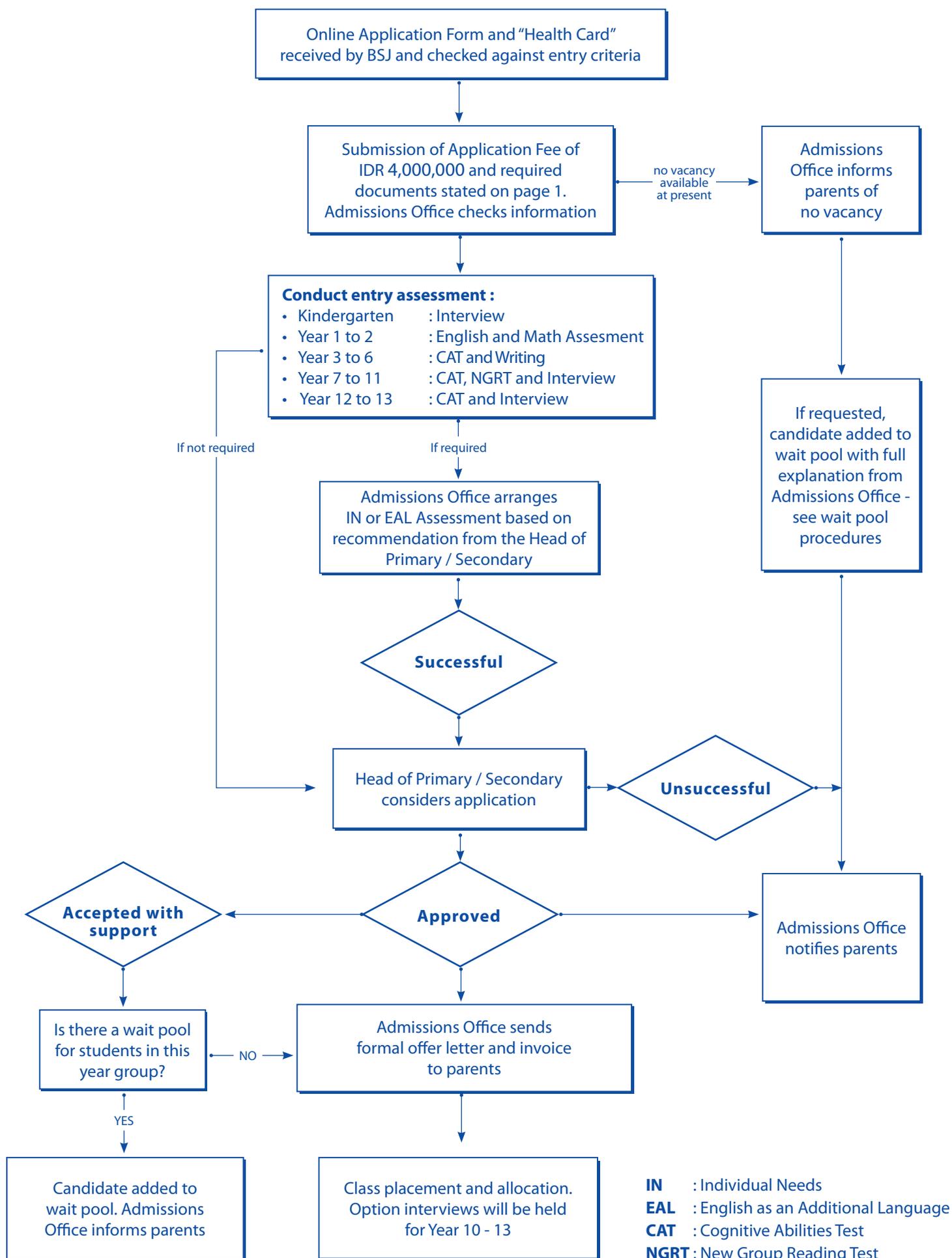
In such case the Application Fee is also deferrable for one academic year, although all deferrals are subject to Admissions receiving additional satisfactory school recommendations and reports/transcripts over the course of the school year preceding the deferred entry.

Students who are enrolled in the School and then leave can re-enter the School at a later date. However, before agreeing to the re-entry, School reserves the right to request new submissions of any admissions documents (i.e. passport, stay permit, report card, and health card), and the application fee if the re-entry occurs more than one academic year after the departure.

Withdrawal

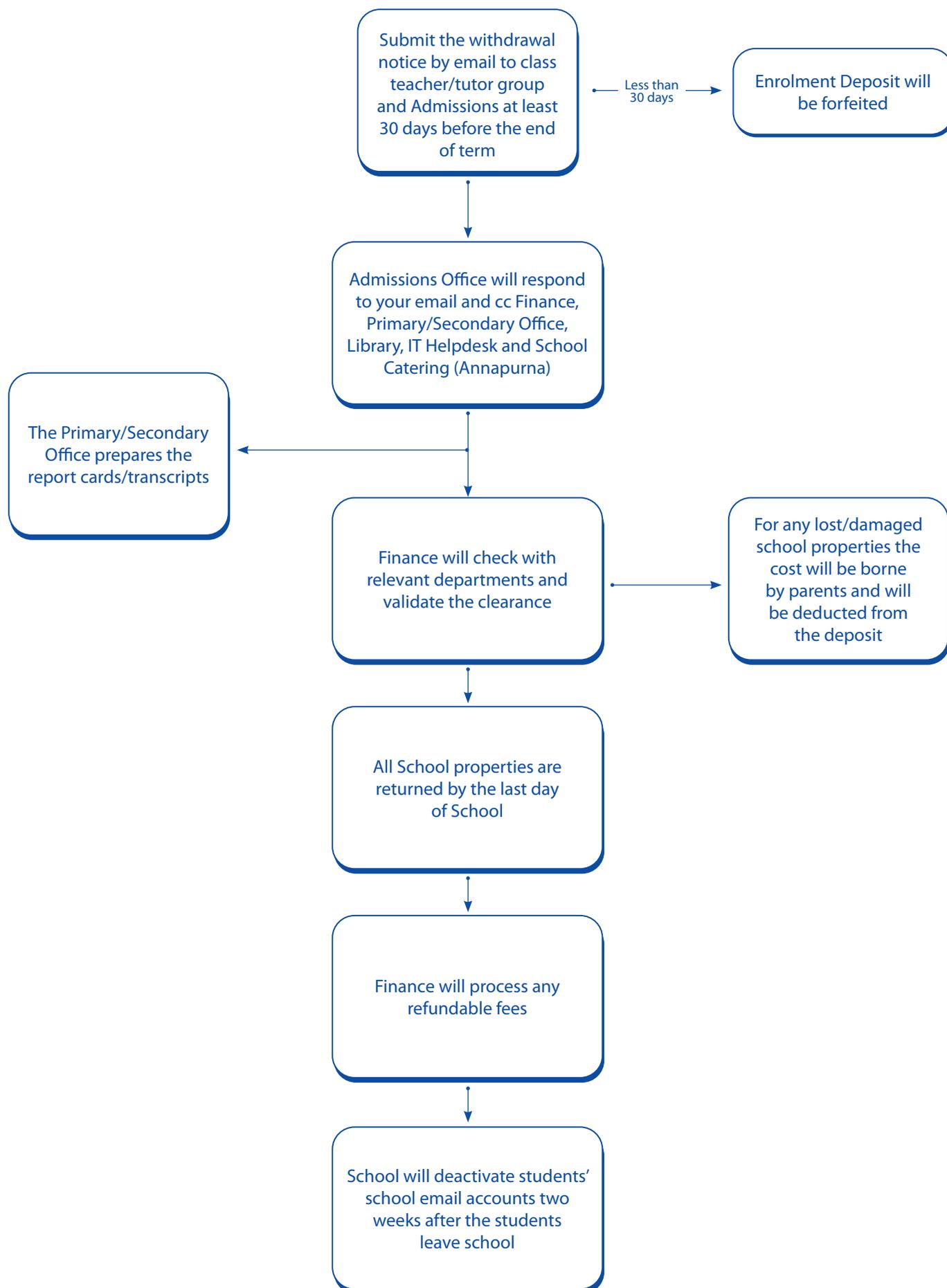
All students considering withdrawal from BSJ should inform the class teacher, the Primary and/or Secondary Office, the Finance and the Admissions Office and **submit** a withdrawal notification **in writing at least 30 days before the end of term** to be able to get the refund for the enrolment deposit. If parents fail to fulfill the requirement, the School cannot refund the Enrolment Deposit under any other circumstances. Please refer to the School Fees leaflet.

ADMISSIONS PROCEDURES



IN : Individual Needs
EAL : English as an Additional Language
CAT : Cognitive Abilities Test
NGRT : New Group Reading Test

WITHDRAWAL PROCESS





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