



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

## High School Admissions Policy

### Introduction

Welcome and thank you for considering SJI International as a school for your children. SJI International recognises that the choice of school is one of the most important decisions any parent has to make for their child.

Parents are invited to contact the Admissions Office to arrange a visit to the school ([admissions.hs@sj-international.com.sg](mailto:admissions.hs@sj-international.com.sg)). This can be done through arranging a private visit or as part of one of our Open House mornings. Please see the Admissions Page of our website for details [HERE](#).

### Application Dates

Admissions for the **current academic year** are accepted and welcomed throughout the year, contingent on space being available and students meeting the entry requirements for the School. There is no deadline for the submission of registration forms for joining SJI International. Prospective applicants will find an updated list of available places on the school's admissions webpage (Table 2 of Admissions Overview on our Application Webpage). In most year groups, providing that places are available, students are accepted throughout the school year. Parents are, however, advised to initiate the formal admission process at the earliest opportunity by contacting the SJI International Admissions Office at [admissions.hs@sj-international.com.sg](mailto:admissions.hs@sj-international.com.sg).

Admissions for the next academic year (**2021 academic year**) open on 16<sup>th</sup> March 2020 . The expected vacancies for 2021 can be found on the admissions webpage (see Table 1 of Admissions Overview on our Application Webpage). In most year groups (except Grade 10 IGCSE and Grade 12), applications are accepted and welcomed throughout the year and are contingent on space being available and students meeting the entry requirements for the School. There is no deadline for the submission of registration forms for joining SJI International. Parents are, however, advised to initiate the formal admission process at the earliest opportunity by contacting the SJI International Admissions Office at [admissions.hs@sj-international.com.sg](mailto:admissions.hs@sj-international.com.sg).

## Age Requirements for Admission

The school follows very clear minimum age requirements for admission into a particular grade (See Table 1).

**Table 1: Age Requirements for Admissions**

Admissions into	Age of student on 1 <sup>st</sup> January
Grade 7	12 years
Grade 8*	13 years
Grade 9*	14 years
Grade 10**	15 years
Grade 10 Foundation Course	15 years
Grade 11	16 Years
Grade 12***	17 Years

\* The school cannot guarantee admissions should no vacancy become available.

\*\* It is not possible for students to enter Grade 10 as this is the 2nd year of the IGCSE Examinations.

\*\*\* It is not possible for students to enter Grade 12 as this is the 2nd year of the 2 year IB Diploma Programme.

## Applications Process

The Admissions Process can be summarised as follows:

- i) The Online Application can be submitted after the Application Fee is paid.
- ii) For Grade 7, SJI International will initially accept up to 230 students to our Initial Application Pool. After that, the application process will be closed. When the school has managed to fill up the places and has no more applicants in the Application Pool, the application process will reopen.
- iii) For all other Grades, applications are accepted based on expected vacancies.
- iv) For Grade 7 applications, the Admissions Officer will contact parents to arrange a suitable time and date for the student to sit the SJI International Admissions Test and Interview with the Principal/Member of the Senior Team. Each year, testing starts in mid-April and continues until early June.

- v) For Grades 8, 9 10 Foundation Course and 11, Admissions Tests are conducted in Term 2, beginning at the end of July.
- vi) All students complete the Admissions Test (see details below).
- vii) Applications are holistically reviewed, in batches, by an Admissions Review Committee (chaired by the Director of Advancement, Communications and Admissions). The Admissions Officer will inform parents (at the time of confirming the testing date) when their child's batch is likely to be reviewed.
- viii) The Admissions Review Committee reviews all applications and makes one of the following decisions: a) To offer a definite place; b) To carry the application over to the next Review Meeting; c) To place the student in the Admissions Pool; or d) To inform parents that the application is not successful.
- ix) The Admissions Officer will inform parents of the outcome of the admissions process as soon as possible after the Review Committee makes its decisions.

All prospective students must complete an Admissions Test. The Admissions Tests take place from 12.00 hrs to 17.00 hrs at a date determined by the Admissions Officer. Students must expect to be in school for up to a total of five hours (including the Interview).

## **Admissions Tests and interview**

The Admissions Test consists of the following:

- Aptitude Test (MCQ and short answer questions)
- Mathematics Test (MCQ short answer questions)
- English Test: (MCQ short answer questions)
- Language Paper: We conduct language assessments in Chinese, Bahasa Malay, Bahasa Indonesian, Tamil, Hindi and French (if appropriate). This is only used diagnostically to determine class placement and does not form part of the Entrance Test criteria.

Each applicant will have an informal 15-20 minute interview with the Principal/ Member of the Senior Team immediately after the Admissions Test.

## **Offer and Acceptance of place at school**

The Admissions Officer will inform parents about the outcome of the Admissions process as soon as a decision is made. If the application is successful, parents will be asked to confirm acceptance within the designated time period (usually 2 weeks). Acceptance of a place is only confirmed upon payment of the Enrolment Fee and Security Deposit. The Enrolment Fee is non-refundable. Refund of the Security Deposit is subject to the notice period as outlined on the Application Process and Fees page of the school's website.

Payment of the 1<sup>st</sup> Term Tuition Fees must be received 12 weeks prior to the start of the academic year. Once paid, school fees are non-refundable.

## Factors Considered during the Admissions Process

1. The Online Application, all documentation, and the Application Fee must be received by the Admissions Office before any application is processed.
2. Admission to the School will be determined by the Director of Advancement, Communication and Admissions, with the advice of the academic staff, based on information obtained with respect to:
  - a. the potential of the applicant to benefit from the educational programme available
  - b. the capacity of the School to meet the educational needs of the student
  - c. the availability of places
3. Initial grade placement is determined on the basis of age (see Table 1). The decision of the School in grade placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to: promotion from one grade to another; retention in a particular grade; and continued enrolment at SJI International will be based on academic, personal, behavioural and social/emotional aspects of a student's school record, and will be determined by the Principal.
4. SJI International reserves the right to deny admission or dis-enrol a student if:
  - a. the student's best interests and needs cannot be met effectively by the School's programmes and services
  - b. the student's behaviour is deemed to jeopardise the welfare of the school community
  - c. educationally significant information is withheld from the School (especially during the application process)
  - d. School Fees are not paid in accordance with SJI International's Financial Regulations
  - e. The student transferring from another international school has any outstanding debts in their current school. If there are outstanding payments, we will withhold the offer until these payments have been made

A decision to withdraw a student from the School would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.

5. Once a grade level is full, students are placed in an Admissions Pool for that Grade. When spaces become available, the Admissions Pool is reviewed. Shortlisted students will be admitted and this process repeats as and when there is a vacancy.

## Entrance Criteria

As a Catholic and Lasallian School, in an international setting, the SJI International entrance criteria reflect our aim to ensure a balanced intake to our school which acknowledges our ethos and heritage. We hope to enrol students who are able to fully participate in the life of the school, in accordance with our mission statement. We review all our applications against the criteria below to ensure that we maintain, within our student enrolment, the best possible balance of students whilst recognising the principles and values of our mission.

### i) Academic Ability

SJI International is a high achieving academic school. As such, we expect all students to meet certain minimum academic levels, as shown by both their results in our own Admissions Test and their previous school report grades. Our Learning Development Team is able to meet the needs of students with mild to moderate specific learning needs. The Head of Learning Department will determine if the school is able to support an applicant with learning needs. We also seek to admit students who will make the most of the opportunities the school has on offer. Applicants are expected to provide evidence of good behaviour and a willingness to participate fully both in and outside the classroom. All lessons at SJI International are taught in English (apart from 2nd language classes). We thus expect that all students be fully fluent in the English language, both written and spoken. In exceptional cases, we may consider applications from a small number of students who may require additional English support from Grade 7 to Grade 10 Foundation Course.

### ii) Staff places

Teachers at SJI International receive prioritised places for their children.

### iii) Students from SJI International Elementary School

There is an automatic transition from SJI International Elementary School Grade 6 into Grade 7 of SJI International High School. Students joining the Elementary School **in the final term before Grade 7** do not gain automatic transition into the High School. These students will be required to sit the High School Admissions Test for entry into the High School, in addition to any entrance test that the Elementary School may require.

### iv) Residency and Citizenship

At least 50% of the SJI International student body must be made up of Singaporean students (license requirement).



# **SJI International Terms and Conditions of Enrolment**

## **High School**

### **1. The School**

- 1.1 St Joseph's Institution International includes SJI International Elementary School and SJI International High School. Both are situated at 490 Thomson Road and are governed by the Board of Governors and a Brother President. However each school has a different license to operate from the MOE. For the purposes of Admissions, Application Fee, Security Deposit, Tuition Fees and any other related fees or issues, the two schools are treated as separate entities. The academic year starts in January and finishes in December with 2 terms.
- 1.2 The Principal is defined as the High School Principal (HS) and is the person appointed by the Board of Governors to be responsible for the students and includes those to whom any of the duties of the Principal have been delegated.

### **2. Admission to SJI International High School**

- 2.1. Applicant's information is treated in the strictest confidence. However, information regarding the applicant and application is shared with other departments and members of the SJI International Team in the interest of the student's enrolment. When information is shared internally, the Principal or the designated staff member will do so within the confines of SJI International Code of Conduct for all staff. SJI International also shares information with Singapore Ministry of Education, as directed.
- 2.2. The Application submission is deemed to be correct, complete and true. If information on the student has been withheld which includes (but not confined to) medical, behavioural, emotional or educational issues, the decision not to proceed with the application, or the withdrawal of an offer of a place will be at the Director of Advancement, Communications and Admissions' discretion. If the student is enrolled and the school subsequently discovers that there has been a conscious withholding of information, the students' needs may not be met, especially in the case of Learning Needs. The school will then be within its rights to renege on the student's offer of a place and will not be held liable for any consequences relating to the withholding of information.

- 2.3. When a student is transferring into SJI International from another school, or out of SJI International to another school, **the parents of the student consent to the SJI International communicating with these schools, or any other school which the student has attended, currently attends, or to which the student is applying. This communication may include the sharing of confidential information about the student which may be pertinent to the admissions process. It may also include details about fee payments.**
  - 2.4. Should a student's current school notifies SJI International that some financial obligation remains outstanding, SJI International will delay enrolment of the student until a satisfactory arrangement to settle the account has been worked out.
  - 2.5. When submitting the Online Application, SJI International assumes that the parent submitting the application is doing so with the agreement of the other parent. The school will not cancel a student's Admissions Test or enrolment unless the parent submitting the application agrees in writing.
  - 2.6. For those students requiring a Student Pass, **the physical card must be issued by and collected from the Immigration and Checkpoints Authority (ICA)** before students are allowed to commence their studies. As a requirement of the ICA, Student Pass holders need to achieve a 90% attendance record per month. Failure to reach this (without approved absence or medical certificates) could result in the cancellation of the Student Pass and subsequent withdrawal from the school.
3. **Finance - Fees and Extras (The complete breakdown of the fees and methods of payment can be found on our website [HERE](#).)**
- 3.1. **The Application Fee** is payable per applicant, is non-refundable and is payable when the application is submitted. As applications are not 'rolled over' to another academic year or Grade, the Application Fee is charged for each new Online Application submission. Applications will not be processed without this fee.
  - 3.2. **The Enrolment Fee** is payable on acceptance of a place and is non-refundable. The Enrolment Fee includes a locker fee.
  - 3.3. **The Security Deposit** is payable on acceptance of a place. It will be automatically refunded to the parents upon their child's graduation from SJI International, at the end of Grade 12.
    - 3.3.1. In the event of early withdrawal for students in Grade 7 to 10, notice must be given **in writing to the Admissions Manager** by 28 February (if leaving in the term



that ends in June of the same year) or by 30 of September (if leaving in the Term that ends in November/December of the same year). **Failure to provide notice by these deadlines will result in SJI International retaining the Security Deposit.**

- 3.3.2.** The Security Deposit for any student starting Grade 11 or 12 **will only be refunded upon completion of the full two year IB Programme.** SJI International will retain the Security Deposit for any Grade 11 or 12 students who leave the course before completing the full two year programme.
- 3.4. **The Development Fee** is payable per student per year and included in the invoice for Term 1's fees. This payment is for the upkeep and maintenance of the school grounds.
- 3.5. **Outdoor Education, Field Trips and Excursion Fees** are in addition to the School Fees. The costs are communicated to parents in advance. **All Overseas Outdoor Education weeks are compulsory** apart from IGCSE Grade 10 (Grade 10 FC trip is compulsory) and Grade 12.
- 3.6. **Examination Fees** are paid by the parents. The Examination Boards will inform the school of the costs and these will be billed prior to the G10 IGCSE and G12 IB examinations.
- 3.7. **Tuition Fees** once paid are non-refundable. No student will be allowed to commence school without payment. All fees are payable 12 weeks before the start of the term and the deadline for payment clearly published. For students starting mid-year, the offer email and invoice will clearly state the payment deadlines. Failure to meet the deadline of payment will result in a late payment charge and possible withdrawal of the student.
- 3.8. **Miscellaneous Fees** to include (but not confined to) loss or damage to/of school property, purchase of school uniform, purchase of books, supervision of Admissions Tests for entry to other schools, supervision of sporting/cultural event not associated with SJI International, school paid-for activities and sports, to be borne by the parent.
- 3.9. **Payment by a third party** of any fees due to the school does not release the parents from any liability under these Standard Terms and Conditions.
- 3.10. **All Fees are subject to change.** The Board of SJI International will confirm the Tuition and Development Fees, Application and Enrolment Fees, and Security Deposit in August/September of each year. It is assumed that all advertised fees will increase by approx. 3 to 5% each academic year.

#### **4. Removal or Suspension of a Child**

- 4.1. The School may at their absolute discretion suspend or expel a student from the school if it is considered that the child's attendance, progress or behaviour is unsatisfactory in any way and in the opinion of the School the removal of the student is in the School's best interests or those of the student or other students at the school.
- 4.2. The School may at their absolute discretion suspend or expel a student, if the behaviour of the student's parent or parents is unreasonable and in the opinion of the School adversely affects, or is likely to adversely affect, the student or other students' progress at the School.
- 4.3. Should the School exercise its right under clause 4.1 or 4.2, the parent/parents shall not be entitled to any refund of fees paid. The Security Deposit will be refunded.
- 4.4. In the event of an expulsion parents may, within 14 days of notice of the expulsion being sent to the parents, appeal in writing to the Chair of the School Board of Governors requesting a review of the decision to suspend or expel.

#### **5. Behaviour for Learning and Duty of Care**

- 5.1. It is a condition of remaining at the school that all students follow the school rules and customs as amended from time to time. In particular, all parents are to ensure that all students attend the school punctually and regularly throughout each term. All students are also required to follow all school rules on appearance, dress and behaviour, as shall be issued by the school from time to time.
- 5.2. The Behaviour for Learning Policy is available on our website [HERE](#) and it is a requirement for all parents to read it. Subsequent changes or additions to the policy will be communicated to parents with the on-line version remaining the most up to date version.
- 5.3. The School has the authority to impose exclusion/suspension sanctions including (but not confined to) non-payment of fees and school discipline issues. The School is not responsible for a student who is absent from the school or in breach of school discipline or present on site unsupervised for reasons other than school related activities.
- 5.4. Parents must declare all significant medical, behavioural, psychological and emotional problems which might affect the student's health and/or ability to learn. Parents must immediately inform the Head of Grade in writing if the student develops any known medical, health problem or allergy or will be unable to take part in activities or expeditions or has been in contact with infectious diseases.

## 6. Academic Criteria

- 6.1. Transition through to the next education phase will require a student to:
- 6.1.1. Make sustained academic progress completing all examinations.
  - 6.1.2. Participate in the Service Learning, Co-curricular Activities & Outdoor Education/Expedition programme as required.
  - 6.1.3. Achieve a minimum 85% attendance rate (absences below 86% need to be certified by a relevant authority and the school needs to be satisfied that the student and parent/legal guardians are working in partnership to improve attendance).
  - 6.1.4. Behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.
  - 6.1.5. Ensure all school fees and administration are fulfilled on time as required.

## 7. Boarding

- 7.1 It is a requirement for all foreign students not residing with a blood relative (e.g. maternal/paternal Grandparent, brother or sister of either parent – actual Aunt or Uncle) to live in the approved Boarding House at St Andrew's Hall (SAH). Each student will be assigned to either the boys or girls wing and will be supervised by a Resident Mentor who may or may not be an SJI International High School member of staff. The school will act as the Legal Guardian for the student during their stay in SAH and all rules and regulations set by SAH are documented in the Boarding Handbook given to all students. Failure to adhere to these rules may require a student to leave SAH leading to an automatic withdrawal from SJI International High School. Students admitted on condition that they reside in St Andrew's Hall will automatically lose their place at SJI International should they withdraw from the boarding house, unless approved by the Principal, prior to leaving the boarding house.

## 8. Event Requiring Notice in Writing

- 8.1. ***Notice for written withdrawal*** is to be given by the parents or Legal Guardian (unless the contrary is stated in these Terms and Conditions) on or before the published date of notification for withdrawal, duly signed by the parents or Legal Guardian, and addressed to the Admissions Manager. Approval for withdrawal will only be confirmed when the written notice has been acknowledged by the Admissions Manager. **No other member of staff apart from the Admissions Manager can accept a notification of withdrawal.**

- 8.2. **Confirmation of Expedition/Trip** attendance is to be given in writing on the supplied Reply Slip to the correct member of staff as notified in the expedition/trip agreement. No student is allowed to leave the school premises or attend an expedition without the agreement signed by a parent or Legal Guardian.
- 8.3. The school acknowledges that under exceptional circumstances, parents (or Legal Guardian) may be absent from Singapore. In such circumstances, the school requires, in writing to the Principal, the name, address and telephone number for 24hr contact of the adult to whom the parental responsibility has been delegated. The school will not accept the delegation of parental responsibility to the domestic helper.
- 8.4. Change of Name, Parental Custodianship (in the event one parent being assigned Legal Guardian as a result of a divorce), Nationality or Citizenship, and/or Passport or Identification Details must be communicated to the school with documented proof.
- 8.5. **Complaints Procedure.** Disputes between the school and family must follow the usual complaints procedure found on the website [HERE](#).

## 9. General Conditions

- 9.1. These Terms and Conditions shall be governed and constructed in accordance with the laws of the Republic of Singapore.
- 9.2. **Liability Insurance, Student Insurance and Limitation of Liability** - Each student in SJI International will be covered by two levels of medical care and/or insurance:
- 9.2.1. Level 1: Students' Accident Protection Scheme. This insurance will be provided by an insurance company authorised by the school and will provide a very basic coverage for medical expenses incurred due to sustained bodily injuries of your child caused solely and directly by accidents, both within and outside the school. Parents are encouraged to purchase the enhanced accident protection scheme available through our school insurance agent.
- 9.2.2. Level 2: Public Liability Insurance. On occasions and instances where the cause of any injury may be attributed to the negligence of the school, this insurance will cover the school's liability for damages including costs or expenses incurred, in respect of bodily injury to any person or damage to property within the school. The school's liability to your child shall be restricted to the provisions of the business insurance as spelled out in the insurance policy, and shall not exceed the limitations of the insurance policies as stipulated by the insurance companies.

- 9.2.3. Level 3: With effect from January 2020 an International ISOS service fee will be incorporated in the school fees for all students.
- 9.3. Students are responsible for their own **Personal Property** and are provided with lockers to ensure its safety. They are also responsible for ensuring all items are clearly marked.
- 9.4. **Confidentiality** – The school, its officers and staff may obtain, hold, use and communicate confidential information which is material to the safety and welfare of the student and others. The parents' consent to the school communicating and sharing any and all information, including confidential information, which may be relevant for the admissions process, with any other school which the student has attended, currently attends or which a student is applying to attend about any matter concerning the student or about payment of fees. This confidentiality obligation shall not apply to any information which becomes generally known to the public, or if asked to disclose it by any applicable legal requirement.
- 9.5. **Photographs of children for school publications:** Images of your child may be taken by the school from time to time. Photographs and filming that include your child's image may be used in SJI International displays, presentations, publications or related materials, in any format (print, electronic, web or other media), for the purposes of documentation or marketing the school and school events and activities only. Any other third party usage is not permitted without the school's and parent's written consent.
- 9.6. The school reserves all rights and interests in any **Intellectual Property** rights arising as a result of the actions of a student in conjunction with any member of staff of the school and/or other pupils at the school for a purpose associated with the school. The school may, at its discretion, allow the student's role in the creation/development of intellectual property rights to be acknowledged.
- 9.7. **Data Protection** – The school will collect and use personal data about you and your child in accordance with the Singapore Personal Data Protection Act (2012). You consent to us using such personal data as set out in the school's **Data Protection Policy** which is available on the school's website [HERE](#) and may be amended from time to time and where otherwise reasonably necessary for the school to provide appropriate services.

## 10. Force Majeure

- 10.1. **Release from obligations affected by Force Majeure:** If by reason of and/or in connection with any Force Majeure (as hereafter defined) the School is unable wholly or in part to perform its obligations, then upon notice of such Force Majeure to parents and/or students as soon as reasonably and commercially practicable after the occurrence of the Force Majeure, the School shall be released from any and all such obligations to the extent to which they are affected by or connected to the Force Majeure and for all the period during which those effects or circumstance exist or continue.
- 10.2. **Force Majeure** herein means any and/or all of the following events: a) war, invasion, rebellion, insurrection or civil war; b) act of Government; c) earthquakes, fire, lightening, storms, floods, severe weather or any other occurrence caused by the operation of the forces of nature; d) strikes, lockouts, sit-ins, work-to-rule, boycotts and/or labour disputes; e) terrorism, sabotage and/or arson; f) epidemic and/or infectious disease; g) significant pollution; h) contamination, radiation and/or ionisation of any nature whatsoever; i) any event, occurrence and/or circumstance of whatsoever nature beyond the reasonable control of the School and/or j) any other event similar to any of the foregoing.

## 11. Versions

- 11.1 These Terms and Conditions will be posted online **HERE** and will be updated when necessary. All parents and legal guardians who sign these Terms and Conditions are therefore agreeing to the updated policy



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

## **School Fee Structure**

1. Application fee is non-refundable. This is payable when the application is submitted.
2. Enrolment fee is payable on acceptance of a place at SJI International. Registration fee is non-refundable. The enrolment fee includes a \$50 locker fee.
3. There are two terms each academic year.
4. Development fee are are charge annually and payable in term 1.
5. The security deposit will be automatically refunded to the students upon their graduation from SJI International, at the end of Grade 12. In the event of early withdrawal for students in Grade 7 to 10, notice must be given in writing to the Principal by 28 February (if leaving in the term that ends in May/June of the same year) or by 30 of September (if leaving in the term that ends in November/December of the same year). Failure to provide adequate notice will result in SJI International retaining the Security Deposit. The Security Deposit for any student starting Grade 11 or 12 will only be refunded upon completion of the full two year IB Programme. SJI International will retain the Security Deposit for any Grade 11 or 12 students who leave the course before completing the full two year programme.
6. Compulsory Trip Fees are approximate, based on 2018 costs, and are subject to change. There are no compulsory trips for G10 and G12, unless signed up for the NYAA Award. Parents will receive notification about these trips at the appropriate time in the year, including the final confirmed fee.
7. There are additional compulsory trips for students taking particular subjects or NYAA Silver or Gold. The costs of additional trips are approximate, based on 2018 costs, and are subject to change. The following are the approximate cost of these trips: G9 IGCSE Geography = \$1190.00; G11 IB Geography = \$1151.00; and G11 IB Biology and ESS = \$1200.00; NYAA Silver = \$1125 to \$1225; NYAA Gold = \$950 to \$1231). Parents will receive notification about these trips at the appropriate time in the year, including the final confirmed fee.
8. Examination Fees subject to change by Examination Boards. These are billed prior to the G10 and G12 examinations.
9. Miscellaneous Fees will be included in the 1st Term Fees invoice.