



## ADMISSIONS POLICY

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### 1. About Our School

- 1.1. St. Joseph's Institution International Elementary School (the School) offers a holistic, values driven and international educational experience to a diverse student body of 40 nationalities. A school with a Catholic and Lasallian foundation, our community welcomes students, teachers, parents, friends and supporters of all faiths and cultural backgrounds. Our core Lasallian values are central to everything that we do.
- 1.2. The School is a private, co-educational school for students aged 4 to 12. The School is a registered Private Education Institution (PEI) and a registered charity.
- 1.3. The School offers an international education that broadly follows the International Primary Curriculum (IPC).
- 1.4. Parents and/or court appointed Legal Guardians with responsibility for the student or applicants to the School will, upon submission of an application for admission, be bound by this Policy and the Schools Terms and Conditions.

### 2. Admission Principles

- 2.1. As a Catholic Lasallian School, in an international setting and our admission principles reflect our aim to ensure a balanced intake for our school which acknowledges our ethos and heritage. We enroll 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.
- 2.2. The Parents are defined as those who have parental responsibility or court appointed Legal Guardianship for the Applicant. All matters pertaining to admission to the School, and all other important matters regarding the Applicant, will require the consent of both Parents. Applicants will not be accepted from a third party.
- 2.3. There are typically many more eligible applicants than there are places available, therefore there are a variety of considerations when allocating places.
- 2.4. It is expected that Parents/Legal Guardians have researched the schools policies and admissions procedures (via the website and/or a visit to the school) before applying.

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2.5. Admission to the School will be determined by the Director of Advancement, Communication and Admissions, on the advice of the academic staff, based on information obtained with respect to:

- 2.5.1. the Entrance Criteria as detailed in Section 3,
- 2.5.2. the potential of the applicant to benefit from the educational programme offered by the School,
- 2.5.3. the School's ability to meet the educational needs of the student,
- 2.5.4. the availability of places,
- 2.5.5. payment of fees as detailed in the School Fee Schedule which is available on the Schools website; <https://www.sji-international.com.sg/>

## 3. Entrance Criteria

3.1. For an application to be accepted into the Admissions Pool, applicants must meet the following minimum entry requirements:

- 3.1.1. **Ability and desire to learn.** We will admit students who will be able to make the most of the opportunities that we have on offer. Students must demonstrate good behaviour and be able to participate fully in the classroom.
- 3.1.2. **Academic ability.** We are academically selective and all students must pass a period of observation assessment (Prep 1 to Grade 1) or a computerised and written assessment and interview (Grade 2 to Grade 6). We are not able to admit a wide spectrum of Special Educational Needs (SEN). If your child has been assessed by an Educational Psychologist, has received learning support, has social emotional needs or has been identified as potentially having SEN, please contact the [Admissions Team](#) prior to submitting an application
- 3.1.3. **Holistic development.** Applicants should have the desire and ability to actively participate in the School co-curricular activities
- 3.1.4. **English language.** The School's language of instruction is English. Applicants' English language (speaking, reading, writing and comprehension) will be assessed as part of the entrance assessments. Applicants who do not meet the age appropriate fluency in English language will be further assessed for consideration under the English as an Additional Language & English Language Acquisition Programme. At least one parent is required to be fluent in English to ensure effective communication between the School and home.

3.1.5. **Residency/Citizenship/Diversity.** Students must be resident in Singapore and residing with at least one parent on an ongoing basis:

- 3.1.5.1. At least one parent must have an appropriate Singapore residency visa, Citizenship or Permanent Residency.

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- 3.1.5.2. A student must be in possession of either a Dependent's Pass, Singapore Permanent Residency, an Immigration Exemption Order (IEO), or a Student Pass.
- 3.1.5.3. Prospective students and their Parents/Legal Guardians are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, employment and dependent passes, or permanent resident identity cards. It is the duty of the parents and legal guardians to comply with the laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents/guardians in order for the School to determine the students' eligibility or identify approval required to admit to the School.
- 3.1.5.4. Singapore Citizens require an exemption from the Ministry of Education (MOE) to attend an international school as such, we generally do not accept applications from Singapore Citizens. Singapore Citizens considering applying to the School should contact the [Admissions Team](#) prior to submitting an application. The school strives for a balance of diversity amongst the student body
- 3.1.6. **Age placement.** We admit children from the year they turn 5, into Prep 1, to the age of 12, into Grade 6. The correct grade of entry by year of birth and last academic grade attained are determinants of placement into the correct grade. The correct grade of entry is determined by year of birth. We do not consider requests for "out of grade" placement.
- 3.1.7. **Course commencement.** Most students will join the School in January for the start of the academic year, or in July/August for the start of Term 2. However applicants can be considered for entry for times throughout the year subject to place availability.
- 3.1.8. **Vaccinations.** Applicants are required to have completed the mandatory vaccinations required under the [Infectious Disease Act](#). Applicants will be required to provide vaccination records to be considered for admission.

### 4. Application

- 4.1. Applications for admission for all Grades will open on 1st January, 24 months before scheduled admission. During this period applications can be made online via the School website.
- 4.2. Applications are submitted online via the School website and require the submission of all required documentation and payment of the non-refundable Application Fee, as per the School Fee Schedule. Incomplete applications will not be accepted for consideration and will

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- 4.3. remain as unsubmitted status until all requirements have been fulfilled.
- 4.4. Applications must be submitted by a parent or court appointed Legal Guardian.
- 4.5. The decision of the School regarding grade placement will be communicated to parents prior to acceptance and is considered final.
- 4.6. The submission of an application is an expression of interest in admission to the School. The application does not constitute an offer of a place. The offer of a place is at the discretion of the School.
- 4.7. The applicant acknowledges that the School may, at their discretion, request for further information such as further school reports, assessments, etc in support of the application.
- 4.8. Applicants with additional educational needs (learning disabilities, English language acquisition, social and/or emotional) will undergo additional assessment and review to determine if the applicant meets the School's entry criteria.
- 4.9. Following a review and assessment of the application, should an applicant not meet the School's entry criteria and/or that the School is unable to support the learning needs of the applicant, the application will be declined.
- 4.10. Applicants enrolling into the Early Years (Prep 1 and Prep 2) must be toilet trained and out of nappies before joining the school.
- 4.11. Applications for Grade 6 admission to Term 2 (July to December), will not be accepted.
- 4.12. All applicants who meet the Entrance Criteria are placed in the Admissions Pool corresponding to the Grade and year of desired admission. Where the demand for places exceeds the number of places available, applicants in the Admissions Pool will be assessed and selected for places in accordance with the Selection Process outlined in Section 7 as and when places become available.

## 5. Admission Assessments

- 5.1. **Early Years.** Applicants applying to Prep 1, Prep 2 and Grade 1 will be invited for an age-appropriate Observation Session with a member of our Early Years faculty in order to assess their level of readiness for school and their level of English language proficiency.
- 5.2. **Grade 1 to 6.** Applicants will be invited to complete:

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- 5.2.1. Age-appropriate computerised testing Reading, Spelling, Mathematics, Mental Arithmetic, Developed Ability and Attitudes.
- 5.2.2. Creative writing exercise, and
- 5.2.3. An interview with a member of the School's Senior Leadership Team
- 5.2.4. Assessment for admission to Grade 5 and Grade 6 will be considered if applicants are able to demonstrate the disposition to meet the minimum entry requirements required for progression to St. Joseph's Institution International high school.

## 5.3. **English as an Additional Language (EAL) & English Language Acquisition (ELA).**

Applicants whose English language proficiency is not at the required level, will be invited to undergo an EAL assessment to determine if the School is able to accommodate the learning needs of the applicant.

- 5.4. **Special Education Needs (SEN).** Applicants may be referred for further assessment at the discretion of the School, to determine if the School will be able to support the learning needs of the applicant. Non disclosure of an applicant's additional learning, social and/or emotional needs at the application stage may lead to the application being void or the withdrawal of the child.

## 6. **Admissions Priority**

We review all our applications against the Entrance Criteria detailed in Section 3. In addition, consideration of admissions priority is given to the following applicants however this is not a guarantee of a place:

- 6.1.1. Catholic Faith. As a Catholic Lasallian School we prioritise applications from Catholic families, however being a Catholic applicant is not a guarantee of a place.
- 6.1.2. Siblings. We recognise that it is much easier for families to join our community as a family, we will therefore prioritise sibling applications whilst considering all other entrance criteria. However having a sibling in the school (either Elementary or High School), is not a guarantee of a place.
- 6.1.3. Returning Students.
- 6.1.4. Children of Alumni and returning students. SJI International has a strong tradition in Singapore and we acknowledge alumni and returning students when considering applications.
- 6.1.5. Children of School staff. Our Teaching staff receive prioritised places for their children.
- 6.1.6. Residency, Citizenship & Diversity
- 6.1.7. Exceptional Circumstances. If there are any exceptional/extenuating circumstances in the family, parents can let us know and we may be able to take these into account.

## 7. **Selection Process**

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- 7.1. Applications in the Admissions Pool will be reviewed and assessed in accordance with Clause 4.10 and with the Entrance Criteria as vacancies arise.
- 7.2. When a vacancy arises the Admissions Office will contact selected applicants in the Admissions Pool and invite them for either an Admissions Assessment as detailed in Section 5.
- 7.3. Requests for deferment for Applicants who attend the Admissions Assessment, will not be permitted. If the Applicant would like to apply for another grade in another academic year, this will be deemed as a new Application requiring the submission of a new Application and payment of a non-refundable Application Fee.
- 7.4. The School will consider a range of criteria when selecting applicants for consideration of an offer of a place, including, but not limited to:
  - 7.4.1. The Entrance Criteria as detailed in Section 3,
  - 7.4.2. Admission Priority if applicable,
  - 7.4.3. The School's ability to meet the educational needs of the student,
  - 7.4.4. The date of application,
  - 7.4.5. Balancing of demographics across the Elementary School,
  - 7.4.6. Residency status,
  - 7.4.7. Confidential Reference from the current school,
  - 7.4.8. The prevailing needs of the School.

## 8. Offer

- 8.1. Applicants who have been selected for admission, will receive an offer of a place.
- 8.2. For applicants who have been assessed during the admissions process to require additional language support via the English as an Additional Language & English Language Acquisition Programme, this will be a condition of the offer.
- 8.3. Upon Acceptance of the Offer by the stipulated date, a non refundable Enrolment Fee is payable to confirm the Offer.
- 8.4. Once an Offer has been made, there is no deferment. If the Offer is not accepted, but the applicant would like to apply for another grade in another academic year, this will be deemed as a new Application requiring the submission of a new Application and payment of a non-refundable Application Fee.
- 8.5. Payment of the 1st Term Tuition Fees must be received 12 weeks prior to the start of the academic year. Once paid, school fees are non-refundable.

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## 9. Admissions Pool

- 9.1. Applicants who are not selected for entry remain in the Admissions Pool until the end of the academic year for which they have applied for.
- 9.2. Applicants in the Admission Pool will be requested to provide updated documentation such as latest school reports, changes to residency status, Special Education Needs, etc on an annual basis to be considered for an offer.
- 9.3. If a place does not become available in the grade that was applied for, the Application will be rolled over to the next academic year and grade until the end of Term 1 of the year the Applicant is eligible for Grade 6.
- 9.4. Applications in the Grade 6 Admissions Pool have the option to remain in the Grade 6 Admissions Pool until the end of Term 1 of the Grade 6 academic year or transfer their Application to for consideration of a Grade 7 place with St. Joseph's Institution International high school for the ensuing academic year. The Admissions Office will write to Applicants by the end of the first quarter of the Grade 6 academic year to request applicants to select their preferred option.
- 9.5. Applicants selecting to transfer their Application to St. Joseph's Institution International high school are not required to pay a new Application Fee, however a new application will be required to be submitted.
- 9.6. Applicants who wish to remain in the Grade 6 Admissions Pool and also be considered for a Grade 7 admission at St. Joseph's Institution International high school, will be required to submit a new Application and make payment of an Application Fee.
- 9.7. The decisions regarding offers and placement in the Admissions Pool is at the discretion of the School and is final.

## 10. Commitment to Safeguarding

- 10.1. SJI International is committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. By submission of an application for admission to the School, Parents give consent to the School to contact the Applicants previous and/or current school to complete a safeguarding enquiry and obtain any information regarding safeguarding and/or child protection matters.

## 11. Personal Data Protection

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- 11.1. The Parents and the Applicant hereby consent to St. Joseph's Institution International Elementary School collecting, using and disclosing personal data relating to the Parents and the student, before, during or after the student's enrolment with the School, including such personal data set out in the Student Contract and personal data provided in or along with the Online Application Form and such other personal data collected from time to time.
- 11.2. The consent of the Parents and Applicant given herein is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of St. Joseph's Institution International Elementary School's operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled, whether relating to academic, co-curricular, cultural or sporting activities held in Singapore in conjunction with or organised by St. Joseph's Institution International Elementary School, St. Joseph's Institution International, its affiliates, or other schools whether located in or outside of Singapore. For the avoidance of doubt, this will include the disclosure and transferring of personal data from St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from St. Joseph's Institution International Elementary School to St. Joseph's Institution International. For more details, please refer to St. Joseph's Institution International Elementary School Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>
- 11.3. The Parents further confirm that by submitting the Admission Application, the Parents are giving consent for themselves as well as on behalf of the Applicant with respect to the collection, use and disclosure of personal data relating to them.

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