



## **ADMISSIONS POLICY**

### **1. About Our School**

- 1.1. St. Joseph's Institution International (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
- 1.2. Values are central to everything that we do.
- 1.3. The School is a private, co-educational school for students aged 12 to 18. The School is a registered Privately Funded School (PFS) licensed by the Ministry of Education (MOE) and is a registered charity.
- 1.4. The School offers an international education that follows the International General Certificate of Secondary Education (IGCSE) from Grade 7 to 10 and culminates with the International Baccalaureate Diploma Programme (IBDP) in Grades 11 and 12. In addition, The School also adheres to the MOE education policies on Bilingualism and National Education (NE).
- 1.5. 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 Governing Enrolment.

### **2. Admission Principles**

- 2.1. As a Catholic Lasallian School, in an international setting, our admission principles reflect our aim to ensure a balanced intake for our school which acknowledges our ethos and heritage. We 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.
- 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. Applications 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/ court-appointed Legal Guardians have researched the school's 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 Admissions Selection Committee, 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. Students of St. Joseph's Institution International Elementary School are considered to meet the Entrance Criteria as part of the High School Transition Programme. An online application is to be completed by the stipulated date in order to be eligible for admission.
- 3.2. For all new to school applicants, for an application to be accepted into the Admissions Pool, applicants must meet the following minimum entry requirements:
- 3.2.1. **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.
  - 3.2.2. **Academic ability.** We are academically selective and all students must pass an age appropriate computerised assessment, a language placement paper (where applicable) and interview. We are not able to admit a wide spectrum of Special Educational Needs (SEN). If a 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.
  - 3.2.3. **Holistic development.** Applicants should have the desire and ability to actively participate in the School co-curricular activities
  - 3.2.4. **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.
  - 3.2.5. At least one parent is required to be fluent in English to ensure effective communication between the School and a member of the Family.
  - 3.2.6. **Residency/Citizenship/Diversity.** Students must be resident in Singapore and residing with at least one parent on an ongoing basis.



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- 3.2.7. At least one parent must have an appropriate Long Term Pass, Citizenship or Permanent Residency.
- 3.2.7.1. A student must be a Singapore Citizen, Singapore Permanent Resident or be in possession of either a Dependent's Pass, an Immigration Exemption Order (IEO), or a Student Pass.
- 3.2.7.2. Prospective students and their parents/ court-appointed Legal Guardians are required to produce valid documents for admissions purposes as prescribed by the Singapore 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 court-appointed 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 status of ~~visa~~ Long Term Pass 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.
- 3.2.7.3. The school strives for a balance of diversity amongst the student body.
- 3.2.8. **Age placement.** We admit children from the year they turn 13, into Grade 7, to the age of 17, into Grade 11. The correct grade of entry by year of birth and last academic grade attained are determinants of placement into the correct grade. We do not consider requests for "out of grade" placement to ensure that educational progression adheres to the age norms as required by the Ministry of Education.
- 3.2.9. **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.
- 3.2.10. **Vaccinations.** Applicants are required to have completed the mandatory vaccinations as required by the [Ministry of Health](#) (MOH). Applicants will also be required to provide vaccination records to be considered for admission.
- 3.2.11. **Languages:** All students are required to undertake two languages. Predominantly English is the primary language and the 2nd language is either an approved Mother Tongue Language or a Home Language in accordance with the Language Policy posted on the School website [here](#).
- 3.2.11.1. **Mother Tongue Language.** It is compulsory for Singapore Citizens and Singapore Permanent Residents to study an official Mother Tongue Language (MTL) at St. Joseph's Institution International, as required by the Ministry of Education (MOE). Where applicable an approved Foreign Language or Asian Language may be approved.
- 3.2.11.2. **Home Language Programme.** Students who are not subject to the Mother Tongue Language policy, other than Singapore Citizens and Singapore Permanent Residents will undertake a language that is deemed to be their



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home language. For those that do not have a home language (their only language and cultural heritage is from English speaking countries), can choose a 2nd language from those on offer. Some Home Languages have additional fees.

## 4. Application

- 4.1. Applications for admission for all Grades will open 10 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 (with the exception 4.3), as per the School Fee Schedule. Incomplete applications will not be accepted for consideration and will remain as unsubmitted status until all requirements have been fulfilled.
- 4.3. The Application Fee is not payable for students of St. Joseph's Institution Elementary School in accordance with the High School Transition Programme.
- 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 needs, 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. Applications for Grade 10 IGCSE and Grade 12 IBDP admission will not be accepted, as these years are the final years of the IGCSE and IBDP respectively.



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- 4.11. All applicants who meet the Entrance Criteria are placed in the Admissions Pool corresponding to the Grade and year of desired admission and will remain in the Admission Pool until the end of the desired academic year of choice, with the exception of Grade 9 which closes in the middle of Term 1 and Grade 11 which closes at the end of January. For High School Admissions, we do not keep a rolling Admissions Pool. 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. All applicants who have submitted a completed application will be invited to complete the Admissions Assessments.
- 5.2. Applicants will be invited to complete a series of admissions assessments, which currently are outlined as follows. These are subject to change:
- 5.2.1. Age-appropriate adaptive computerised testing for Vocabulary, Mathematics, Non-verbal and Skills.
  - 5.2.2. Oxford Online Placement Test.
  - 5.2.3. Language Paper, where applicable, is used diagnostically to determine class placement and does not form part of the Entrance Test criteria. We conduct language assessments in Chinese, Bahasa Malay, Bahasa Indonesian, Tamil, Hindi and French.
  - 5.2.4. An interview with a member of the School's Senior Leadership Team.
  - 5.2.5. St. Joseph's Institution International Elementary School students, will undertake the assessments listed in 5.2.1, 5.2.2 and 5.2.3 as part of the High School Transition Programme.
  - 5.2.6. The assessments for Grade 7 applicants will be conducted from March to June and for Grades 8, 9 10 Foundation Course and 11 applicants, the assessments will be conducted from July to October.
- 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 & ELA 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.



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- 5.5. Upon completion of the Admissions Assessments, all applications will be reviewed as per the Selection Process under Section 7.

### 6. Admissions Priority

- 6.1. Students of St. Joseph's Institution Elementary School are guaranteed a place in accordance with the High School Transition Programme.
- 6.2. We review all our applications (excluding those under 6.1) 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:
- 6.2.1. Catholic Faith. As a Catholic Lasallian School we prioritise applications from Catholic students who have been baptised, however being a Catholic applicant is not a guarantee of a place. It is compulsory for Catholic students who have received this priority to take part as required in the Lasallian Catholic Youth Programme in Grade 7 and Grade 8. It is an expectation that those admitted to Grade 9 and above will volunteer to serve the formation, worship and fellowship of the Catholic community in school as required.
  - 6.2.2. 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.
  - 6.2.3. Returning Students.
  - 6.2.4. Returning Singapore Citizens.
  - 6.2.5. Children of Alumni and returning students. St. Joseph's Institution has a strong tradition in Singapore and we acknowledge alumni and returning students when considering applications.
  - 6.2.6. Residency, Citizenship & Diversity.
  - 6.2.7. 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

- 7.1. This Selection Process does not apply to students from St. Joseph's Institution International Elementary School in accordance with Clause 6.1.
- 7.2. Applications in the Admissions Pool will be reviewed by the Admissions Review Committee and assessed in accordance with Clause 4.11 and with the Entrance Criteria.
- 7.3. The Admissions Review Committee will determine if the application will:





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- 7.3.1. move to the Admissions Pool to be considered for a place as and when a vacancy arises, or
  - 7.3.2. be declined if the application as it does not meet the Entrance Criteria.
- 7.4. 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.
- 7.5. The School will consider a range of criteria when selecting applicants for consideration of an offer of a place, including, but not limited to:
- 7.5.1. The Entrance Criteria as detailed in Section 3,
  - 7.5.2. Admission Priority if applicable,
  - 7.5.3. The School's ability to meet the educational needs of the student,
  - 7.5.4. Balancing of demographics across the School,
  - 7.5.5. Residency status,
  - 7.5.6. Confidential Reference from the current school,
  - 7.5.7. The prevailing needs of the School.

## 8. Offer

- 8.1. Applicants who have been selected for admission, including students of St. Joseph's Institution International Elementary School, 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. Acceptance of a place is only confirmed upon payment of the non-refundable Enrolment Fee (not applicable for students of St. Joseph's Institution International Elementary) and Security Deposit. The Security Deposit is non-refundable prior to the Applicant's Enrolment date. Upon student's successful enrolment when school begins, the refund of the Security Deposit during the course of a student's enrolment is subject to the notice period as outlined on the Application Process, the Fee Schedule and the Terms and Conditions Governing Enrolment, available on the school's website.
- 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.



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- 8.5. Payment of the 1st Term Tuition Fees must be received by the due date and/or 12 weeks prior to the start of the academic year, or by the due date stipulated on the school fees invoice. Once paid, school fees are non-refundable.

### 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 may be requested to provide updated documentation such as latest school reports, changes to residency status, Special Education Needs, etc as required.
- 9.3. If a place does not become available in the grade that was applied for, the Application will automatically be cancelled at the end of the academic year that the applicant had applied for.
- 9.4. The decisions regarding offers and placement in the Admissions Pool is at the discretion of the School and is final.

### 10. Scholarship Programme

- 10.1. Scholarships are available for entrance to Grade 7, Grade 10 Foundation Course and Grade 11. Full details of the Scholarship Programme are available on the school website; <https://www.sji-international.com.sg/admissions/high-school/scholarships/>.
- 10.2. Application for the Scholarship Programme is an online application via the school website. Only completed applications will be considered.
- 10.3. Applicants to the Scholarship Programme need to meet the Entrance Criteria in addition to any financial means-testing and/or scholarship specific requirements where applicable.
- 10.4. Applicants applying for a means-tested scholarship, in addition to the Scholarship Application will be required to submit a Financial Statement together with supporting documents.
- 10.5. Scholarship applicants will undergo a Scholarship Admission Assessment.
- 10.6. The Scholarship Review Committee will review all applications following the Scholarship Admission Assessment and go through a shortlisting process. Only shortlisted applicants will proceed to the interview stage.
- 10.7. The Scholarship Review Committee will select the successful applicants to award a Scholarship and make a decision on the scholarship amount determined by the applicant's demonstrated need where applicable.





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10.8. The following are not eligible to apply for a Scholarship:

- 10.2.1. Children of members of the St. Joseph's Institution International Board of Governors.
- 10.2.2. Children of members of the various St. Joseph's Institution International Board Committees.
- 10.2.3. Children of employees of St. Joseph's Institution International (Elementary School and High School) who receive an education subsidy.

### **11. Boarding**

- 11.1. Residential boarding is offered at St. Andrew's Hall Hostel for students from Grade 9 onwards.
- 11.2. All students not residing with a parent in Singapore as per Clause 3.2.5 will be required to board.
- 11.3. An application will need to be submitted to St. Andrew's Hall Hostel to confirm a boarding place.
- 11.4. Applications are required to inform at point of application that they will be a boarding student.
- 11.5. Any offer of admission for applicants who require boarding, will be conditional to the successful application to St. Andrew's Hall Hostel.
- 11.6. All boarding students must have an Authorised Carer appointed by their parents in accordance with the Authorised Carer Policy. Full details of the Authorised Carer Policy are available on the school website; <https://www.sji-international.com.sg/about/publications-media/policies-and-procedures>

### **12. Commitment to Safeguarding**

- 12.1. 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.

### **13. Personal Data Protection**

- 13.1. The Parents and the Applicant hereby consent to St. Joseph's Institution International 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 personal data provided in or along with the Online Application Form and such other personal data



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collected from time to time.

- 13.2. 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'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 Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>.

- 13.3. 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.

**-END-**