

SJI INTERNATIONAL ELEMENTARY SCHOOL

ADMISSIONS POLICY

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 5 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 School's 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 can 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.
- 2.5. Admission to the School will be determined by the Director of Admissions, Scholarships and Philanthropy, or in absence of the Director, the Head of 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 School's website; <https://www.sji-international.com.sg/admissions/tuition-and-fees>

3. Entrance Criteria

- 3.1. Students of St. Joseph's Institution International Preschool are eligible for transition to Grade 1 entry as part of the Elementary School transition programme, provided they meet the following conditions:
 - 3.1.1. As a minimum, they have been enrolled from the beginning of Kindergarten 2.
 - 3.1.2. SJI International Preschool students must be enrolled in the Preschool until the end of December of their Kindergarten 2 year.
 - 3.1.3. An online application is completed by the stipulated date in order to be eligible for admission.
 - 3.1.4. SJI International Preschool students who are Singapore Citizens are not eligible to progress to SJI International Elementary School in accordance with the Ministry of Education's policies and the Compulsory Education Act.

- 3.2. 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 a period of observation assessment (Prep 1 to Grade 1) or an age-appropriate 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 a child has been assessed by an Educational Psychologist, has received learning support, has physical, social, emotional and mental wellbeing 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's 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 will be further assessed for consideration under the English as an Additional Language Programme. At least one parent is required to be fluent in English to ensure effective communication between the School and home. We appreciate that, at times, parents may wish to nominate a Designated Translator to support the non-English speaking parent. In this case, a parent should complete the Designated Translator form. This should be completed each January and updated throughout the year, if necessary.

3.2.5. Residency/Citizenship/Diversity.

Students must be resident in Singapore and residing with at least one parent on an ongoing basis:

3.2.5.1. At least one parent must have an appropriate Long Term Pass, Singapore Citizenship or Permanent Residency.

3.2.5.2. A student must be in possession of either a Dependant's Pass, Singapore Permanent Residency, an Immigration Exemption Order (IEO), or a Student Pass.

3.2.5.3. Prospective students and their Parents/court-appointed 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 Dependant 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 Singapore 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.

3.2.5.4. 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.

3.2.5.5. The school strives for a balance of diversity amongst the student body.

3.2.6. 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. We do not consider requests for "out-of-grade" placement.

3.2.7. 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.

3.2.8. 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.

3.2.9. Language Policy.

Chinese language is offered as a 2nd language option from Prep 1 to Grade 4 and is compulsory for all students. From Grade 5, applicants have the option of Chinese language or Spanish language. As Students from the Elementary School have a pathway to admission to St. Joseph's Institution International High School, the 2nd language option that students are able to select is based on the high school's Mother Tongue Language Policy, as required by the Ministry of Education (MOE):

- 3.2.9.1. Students who have Singapore Citizenship or Singapore Permanent residency, are required to continue with Chinese Language as a 2nd language in Grade 5 and Grade 6.
- 3.2.9.2. Students who have other residency status in Singapore such as Dependant Pass, Student Pass and Immigration Exemption Order holders, have the option of selecting either Chinese language or Spanish language as their 2nd language in Grade 5 and Grade 6.
- 3.2.9.3. The School will not approve students to change their 2nd language option upon the commencement of Grade 5 and/or Grade 6 enrolment.
- 3.2.9.4. Should a student become a Singapore Citizen or a Singapore Permanent Resident during the Grade 5 or Grade 6 academic year, they will be required to follow the MOE Mother Tongue Language Policy and take Chinese Language as a Mother Tongue Language when they transition to St. Joseph's Institution International High School in Grade 7.

4. Applications

- 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 remain as incomplete status until all requirements have been fulfilled.
- 4.3. Graduates of SJI International Preschool Kindergarten 2, applying for Grade 1 enjoy a reduced Application Fee in accordance with the Elementary School transition programme (as per the Fee Schedule).
- 4.4. Applications must be submitted by parents or court-appointed Legal Guardians only. If the school discovers that an application was submitted by someone other than the parents or a court-appointed legal guardian, it is within the School's right to reject the application without further notice and the Application Fee is non-refundable.
- 4.5. The decision of the School regarding grade placement will be communicated to parents/court-appointed Legal Guardians 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, physical, 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.

- 4.13. Reapplication after a declined outcome will only be accepted after 12 months from the outcome date.

5. Admissions Assessments

5.1. Early Years.

Mainstream and Bilingual Applicants applying to Prep 1, Prep 2 and Grade 1 may be invited for an age-appropriate Observation Session with a member of our Early Years faculty. This will assess their level of readiness for school, their level of English language proficiency and Chinese proficiency for those applying to the Bilingual Programme.

5.2. Grade 2 to 6.

Mainstream and Bilingual Applicants will be invited to complete:

- 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).

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

- 6.1. International students of SJI International Preschool are guaranteed a place in Grade 1 in accordance with the Elementary School transition programme.
- 6.2. We review all our applications against the Entrance Criteria detailed in Section 3 (excluding those under 6.1). 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.

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 **Preschool**, Elementary, or High School) is not a guarantee of a place.

6.2.3. **Returning Students.**

Students who are re-enrolling or returning to the School for another academic year or term after completing a previous academic term or year.

6.2.4. **Children of Alumni.**

SJI International has a strong tradition in Singapore, and we acknowledge alumni and children of alumni when considering applications.

6.2.5. **Residency, Citizenship & Diversity**

6.2.6. **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 Processes

- 7.1. Applications in the Admissions Pool will be reviewed and assessed in accordance with Clause 4.11 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 an Admissions Assessment as detailed in Section 5.
- 7.3. Once the application and assessments have been reviewed, the Director of Admissions, Scholarships and Philanthropy (or the Head of Admissions as designate) on the advice of the academic team, will determine whether the applicant will
 - 7.3.1. Be made an offer
 - 7.3.2. Be declined if the application does not meet the entrance criteria
- 7.4. Requests for deferment will not be permitted. If the Applicant would like to apply for another grade in another academic year or term, 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. The date of application,
 - 7.5.5. Balancing of demographics across the Elementary School,
 - 7.5.6. Residency status and ratios,
 - 7.5.7. Confidential Reference from the current school (not applicable for SJI International Preschool students graduating from K2 and transferring to Grade 1)
 - 7.5.8. 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, this will be deemed as 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 or term, this will be deemed a new Application requiring the submission of a new Application and payment of a non-refundable Application Fee.
- 8.5. Completion of the Student Contract.
- 8.6. Payment of the 1st Term Tuition Fees must be received by the due date on the invoice and prior to the commencement of admission. 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 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 a place.
- 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. Grade 6 Admissions Pool shall be closed at the end of March and parents/court-appointed Legal Guardians will be informed via email by the [Admissions Office](#).
- 9.4. Applicants who wish to be considered for Grade 7 admission at St. Joseph's Institution International High School, will be required to submit a new Application and make payment of a non-refundable Application Fee to St. Joseph's Institution International.
- 9.5. The decisions regarding offers and placement in the Admissions Pool are at the discretion of the School and are 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

- 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 organized by St. Joseph's Institution International Elementary School, St. Joseph's Institution International, St. Joseph's Institution International Preschool, 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 Preschool, to St. Joseph's Institution International Elementary School and St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from either St. Joseph's Institution International Preschool to St. Joseph's Institution International Elementary School and 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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