

# Admissions Policy

Updated May 2022

*This policy outlines guidance for new student application, interview, and testing admissions procedures at Global Jaya School.*

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## Staff involved in updating of this policy:

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## 1. Philosophy

Global Jaya School is committed to the principle of equal opportunity in education and employment. The school values diversity and does not discriminate against individuals on the basis of race, colour, sex, sexual orientation, religion, disability, age, or national or ethnic origin. Each family and admissions application is taken into consideration. All enrollment decisions are based on the educational needs of the child and the school's ability to provide the support and environment required.

## 2. Indonesian Government Regulations

Minister Decree number 31 2014 article number 11, states that the curriculum applied to Indonesian citizens must contain the subjects of Religious Education, Pancasila and Civic Education, and Bahasa Indonesia in accordance with the provisions of laws and regulations.

Peraturan Dirjen Dikdasmen No. 407/D/PP/2015 Chapter II also states that Indonesian students are required to take Pancasila and Civic Education, Bahasa Indonesia and Religious Education.

[Minister Decree No. 31 2014](#)

[Perdirjen No 407 2015](#)

## 3. Definition of Terms

**Indonesian Citizen** - any individual who possesses an Indonesian passport

**Expatriate** - an individual who holds a non-Indonesian passport, or who as a dual citizen i.e. Indonesian as well as another passport, has registered with the Indonesian Department of Immigration and is resident in Indonesia based upon the issuance of a temporary stay residence permit KITAS / KITAP.

## 4. Required Documents

- [Completed Application Form](#)
- [Health and immunization records](#)
- Copy of Identification (Passport, National Identity Card, or KIA) for Indonesians and Passport for Expatriate students
- Copy of Family Card (Kartu Keluarga) for Indonesians and Passports of parents/guardians for Expatriate students
- Copy of Birth Certificate
- Copy of KITAS / KITAP for expatriate students
- Nomor Induk Siswa Nasional (National Student Number) for Indonesian students
- Official copies of last 3 years school reports / records (including last record prior to joining GJS) (no screenshots)
- Confidential Reference / Recommendation forms:
  - [Kindy-Reception Reference Form](#)
  - [Years 1 - 3 Reference Form](#)

- [Years 4 - 6 Reference Form](#)
- [Years 7 - 12 Reference Form](#)
- Students moving from schools within Indonesia must present Year 6 / Year 9 certificates
- Students moving from schools within Indonesia must present a transfer letter from their prior school (when moving prior programme completion ex Year 3 to Year 4)
- Both Indonesian and Expatriate students from overseas must obtain an equivalency certificate as issued by the Indonesian Ministry of Education and Culture. Expatriate students must also secure a study permit (Surat Ijin Belajar). ([contact information provided available here](#)). Admissions will coordinate support through divisional assistants to secure the Surat Ijin Belajar.

## 5. Year Level Placement

GJS students come from a wide variety of educational backgrounds, including international and national school systems from around the world, and a complex range of circumstances. Our year level placement policy aims to place students in the most appropriate level for their academic and social development. Placement is determined by age as of the 31st of October in the academic year of entry. The cut-off date and level placement protocol reflect what is developmentally appropriate for each year level and the appropriate classification for the social, emotional and academic well-being of children attending the school.

Placement in all year levels is determined by age as of 31<sup>st</sup> October in the academic year of entry as follows:

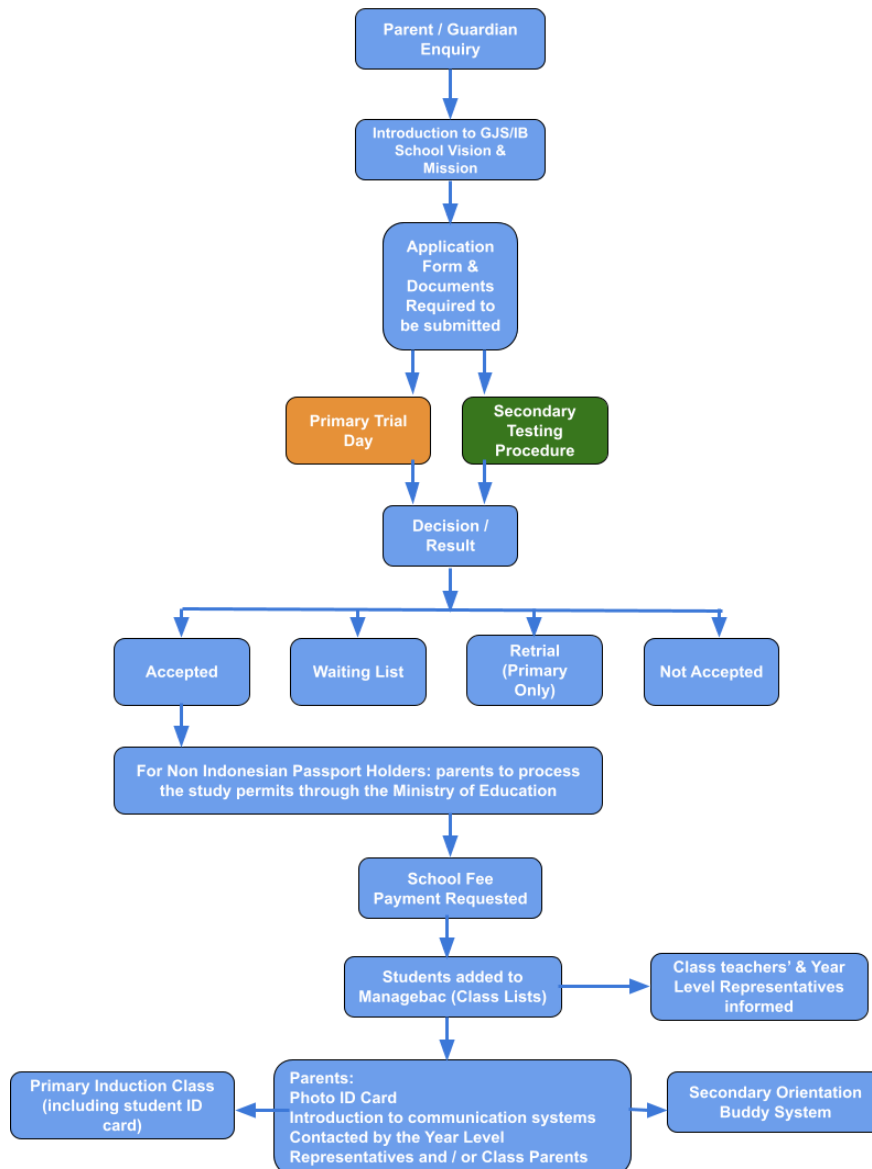
<b>Entering</b>	<b>Age by October 31st of Enrollment</b>
Kindergarten	4
Reception	5
Year 1	6
Year 2	7
Year 3	8
Year 4	9
Year 5	10
Year 6	11
Year 7	12
Year 8	13
Year 9	14
Year 10	15
Year 11	16
Year 12	17

Exceptions may be made, at the discretion of Primary / Secondary Leadership and the Head of School if a student is already established in an equivalent class in another

school system (for example, students transferring from schools in the Southern Hemisphere) and is considered able to access the relevant GJS curriculum for the year level. However, students under these circumstances who have completed grade/year 10 by February, will normally be placed in year 10 until the end of the academic year. This will ensure the student has two full years in the IB Diploma Programme in years 11 and 12.

## 6. GJS Admissions Process Chart

The Admissions process for the Primary and Secondary sections of the school differ slightly. The **flowchart** below outlines the process.



## 7. Application Procedures

When completing the registration form, parents must clearly identify the nationality under which they are registering their child. All submitted documentation must be in line with the child's identified registration nationality. In cases of dual nationality in which one of the child's nationalities is Indonesian, unless the child holds a valid KITAS / KITAP and is registered with the Indonesian Department of Immigration as a foreigner, the child must be registered as Indonesian.

### *Primary School*

Students must successfully complete the Primary school trial day in order to be considered for admission. Students will spend the day in a Primary classroom, participating in learning engagements and sample assessments. Teachers will observe the students to ascertain their suitability to the environment and their learning requirements. Trials can be arranged throughout the year, although some weeks have limited accessibility due to school activities and priority times for current students.

The Primary school implements a dual language programme of instruction in all year levels. Students must be proficient in English and / or Bahasa Indonesia, with a greater level of importance being placed on English in upper Primary. Specifically:

- In Kindergarten-Year 2, students must have a minimum / emergent proficiency in at least in English or Bahasa Indonesia.
- In Year 3-6, there must be minimum proficiency in English.

The emphasis on English in upper Primary is based on their need to be academically capable in English by the end of Year 6 to allow them to move onto Secondary, where the language of instruction is English in all subject areas, except for Modern Foreign Languages, Bahasa Indonesia, PPKn, and Religion. You can see the language requirements by grade level and subject [here](#).

**Please note:** students can only complete a maximum of 2 trials in the same academic year. They still have the opportunity to enroll again in the next academic year following the normal procedure of admission from the beginning again.

### *Secondary School*

Secondary students must be academically capable in English to engage with learning in all of their classes, except for Modern Foreign Languages, Bahasa Indonesia, PPKn, and Religion. MYP students (Years 7-10) must study at least one Language A subject (English, Bahasa Indonesia, or Korean). In order to earn an IB Diploma, DP students (Years 11 & 12) must study at least one Language A subject (English, Bahasa Indonesia, or Korean).

All students applying to Years 7-12 will take the CAT4 assessment and language placement assessments for English and either Bahasa Indonesia or Korean. The marking of these assessments is based on IB criteria for Language Acquisition and/or Language and Literature for the year level for which the student is applying. You can

see the language requirements by grade level and subject [here](#). Students applying for Year 11 must take an additional placement assessment for Mathematics. Students applying for Year 12 must successfully complete Year 1 of the IB Diploma Programme at their current school in courses offered at Global Jaya for consideration of acceptance at Global Jaya School.

Assessments for applicants currently overseas, if required, may be administered at the applicant's current school if the school is able to monitor the test and return the results directly to GJS. All students will also have an interview with one or more members of the Secondary Admissions team. The purpose of the interview is to get to know the student better and develop a clearer understanding of their previous experiences with learning, including the ability to focus, strengths, challenges, interests and passions, while also engaging them in a conversation in English.

## **8. Admissions Decisions**

We will make admissions decisions after the application process, payment of the application fee, and the required trial day / testing has been completed.

Admissions staff, divisional leadership, and the Head of School review all applications. Other school personnel, such as classroom teachers and specialty subject teachers, may also be involved in the review process. Final admissions decisions are made by the divisional principals and the Head of School.

Parents are usually advised of a decision within two weeks of the completion of the admissions process, although, on occasion, additional time is required. When the admissions decision has been made, parents will be notified by a phone call or by email.

## **9. Waiting Lists**

When the number of eligible applicants exceeds the availability of spaces for a particular year level or section, students may be placed on a waiting list until space becomes available.

When placing an applicant on a waiting list, we try to provide the candidate with a realistic assessment of the timing for admittance. However, candidates should be aware that, like most international schools, the enrollment situation at GJS is dynamic and often unpredictable. We periodically contact parents of applicants on the waiting list to update them on enrolment status and to confirm whether they wish to remain on the waiting list.

## **10. Finalization of Enrollment**

Once newly admitted students finalize their enrollment by completing and submitting all required outstanding documents and make payment, they can be added to class lists,

and begin attending classes at GJS. Matters related to non-issuance of official required documents by local and national authorities will be managed on a case by case basis.

### **11. GJS Admissions Contacts**

Admissions General email: [admissions@globaljaya.com](mailto:admissions@globaljaya.com)

Ibu Kania (GJS Admissions Officer): [kania@globaljaya.com](mailto:kania@globaljaya.com)

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