



**Bali Island School**  
for a World-Class Education

# Admission Policy & Procedures





## ADMISSIONS

BIS serves the educational needs of children and families seeking an internationally-minded IB education in Indonesia.

### Admission Policies

The BIS Admissions Policy is open and inclusive. We welcome students from diverse backgrounds with a wide range of talents and abilities.

It is the policy of the school to observe applicable regulations of the Indonesian Ministry of Education.

The school accommodates students with mild to moderate learning, emotional or physical needs. The school is able to serve students with learning needs who are able to function in the educational program with minimal support. Bali Island School reserves the right to deny admission to any student for whom an appropriate educational program and support services are not available.

- [Learning Support Policy](#) (linked as per Board Policy)
- [Student Support Services Handbook](#) (linked as per Board Policy)

Non-native speakers of English who are not fluent in the language will be admitted on a space available basis within the school's English as an Additional Language (EAL) Program. The proportion of EAL students in the class will be taken into account on admission.

Final admission decisions are made based on whether the school can cater for the student's individual needs in order for them to successfully access the BIS education.

### Admission Procedures

BIS has a set of prerequisites for applying students:

- **Preschool**

It is an expectation that children are toilet trained when they enter preschool.

Bali Island School provides a Preschool 3 programme from 7:45 - 11:30 a.m. If parents wish to have their child considered for full time attendance at any time during the school year, they are required to follow the process listed below.

1. Parents submit their request to the Preschool 3 Teacher and Head of School.
2. The Head of School, PYP Coordinator and Preschool teachers will consider the child's readiness based on criteria including, but not limited to:
  - academic readiness
  - stamina to engage in a full academic day
  - social emotional maturity
  - ability to self regulate
  - level of independence



3. If BIS determines that the child may meet these criteria, we will communicate this decision to the family. The child will then begin a trial period of two weeks in which the teachers will further evaluate the child's readiness to attend full time.

4. If, after the two week period, the teachers determine that the child will have a positive experience attending full time, the Head of School will communicate the decision to the family. This will be done with the understanding that the student will move to Preschool 4 the following year and not 'skip a grade level'.

5. The Accounting Department will adjust school fees accordingly and send an invoice for the increased fees due.

6. If it is determined that the child is not ready for full day attendance, he/she will revert to attending school until 11:30 a.m.

- **Primary Years Programme (PYP) - Kindergarten – Grade 5**

Admission to the school requires that applicants have reached the appropriate age by the 1st of September (see Table 1) (unless an exemption has been made by the Head of School). Students applying for Grade 3-5 will undergo a written Math and English writing prompt, followed by an interview with the Head of School to confirm the correct grade level placement. Tests and interviews will take place on BIS campus at an agreed upon time. If circumstances require an online interview will be arranged.

- **Middle Years Programme (MYP) - Grade 6 – Grade 10**

Students applying for Grade 6 or above will undergo a Mathematics, English and Language (French or Indonesian) placement test, followed by an interview with the Head of School to confirm the correct grade level placement. Tests and interviews will take place on the BIS campus at an agreed upon time. If circumstances require an online interview will be arranged.

- **Pathways to Graduation Grade 11 - Grade 12**

BIS offers three pathways to graduation through Grades 11 and 12: full IB Diploma Programme (DP), IB Courses and/or BIS Courses. The DP Coordinator is available to explain these options in detail. Parents and students are fully involved in this selection process and are required to sign the student's selection forms.

BIS offers a wide range of subjects in six subject groups.

The selection of DP courses is a comprehensive process which takes place throughout Grade 10, and includes career and university advice, the DP Pathways to Graduation event as well as Step-Up days in which grade 10 students join DP classes for two days to experience their potential subjects. Students are guided by the Counselor, DP Coordinator and subject teachers so that they can make informed choices that fit their interests, abilities and university plans.



For more information on how the IB Diploma is recognised in different countries please refer to the following website: <http://www.ibo.org/recognition>

Candidates for the DP will have successfully completed Grade 10 and have obtained satisfactory grades in the subjects they intend to select for the Diploma Programme. Please refer to Appendix 1 “DP Admissions Criteria” for specific requirements. The Diploma Programme Coordinator will provide students with detailed information about the DP, meeting with the student and family to explain the exceptional breadth and rigors of the course of study.

- **English as an Additional Language (EAL) Language Requirement**

The medium of instruction at BIS is English. Non-native English speakers will be asked to complete a WIDA test in English to determine their level of proficiency.

BIS admits all students with EAL language needs up until Grade 7. From Grade 8 and onwards a student's English Language level is carefully considered to ensure that they will be able to access the Diploma Programme in Grade 11. All students need to meet mainstream English language requirements for Grade 10 entry.

- **Indonesian Passport Holders**

BIS observes all Ministry of Education guidelines. Indonesian passport holders attending BIS are required to take Bahasa Indonesia as a language of study. These students will have one lesson a week dedicated to Indonesian Civics (PPKn). Students holding an Indonesian passport must also attend religion classes on Tuesday afternoons. Parents of Indonesian citizens must sign a Surat Pernyataan (statement) stating that the Student will attend Pendidikan Pancasila dan Kewarganegaraan (Civics), Bahasa Indonesia and Agama (Religion) according to their belief.

- **Learning Support**

The Learning Support team plays a vital role in determining which students are admissible based on the school's Mission and Vision. Students requiring learning support are expected to submit documentation that includes one or more of the following:

- Individualized Education Plan
- 504 Plan
- Educational and Psychological Assessments
- Therapy Reports
- any previous school based Accommodation Plan

The Admissions Office forwards the application and documentation to the Counselor and the Learning Support Teacher. The team reviews the application to determine if the applicant is admissible and if so, what the recommended level of support required for the student is. The initial review may conclude that additional documentation is required from the family to validate the diagnosis or a meeting with the family to better understand the case. If further



documentation or a meeting is required, the Admissions Office is the point of contact to arrange this with the family.

Admission and retention of students with learning needs is at the discretion of the school. The school will accept only those students whose educational needs can be met by the Learning Support team.

It is a condition of enrolment that parents declare all evidence relating to the learning needs of their child/ren. Failure to do so may result in admission being subsequently revoked.

BIS has the right to admit a student with a conditional acceptance which states conditions to be met by the family and/or student to maintain enrollment. This will take the form of a signed contract between the family and the Head of School.

#### **Rolling Admissions and Waitlisted Applicants**

- BIS welcomes applications for enrolment at any time on the assumption that there is space available for the student.
- Waiting lists can be created by the school and will be in numerical sequence according to the date of registration. Parents/Guardians of students who are waitlisted for admission will be kept regularly informed as to the status of their application.



## Admission Process

Prospective students and their families should direct enquiries to the Admission Office. Admission documents and procedures are available on the BIS website: [www.baliislandschool.com](http://www.baliislandschool.com). To begin the school's admission process and reserve a place the non-refundable Application Fee needs to be paid.

The following documents must be submitted along with the application:

- Student Registration Form
  - Student Health Form
  - Student Vaccination Records
  - Official School Records
    - PS – Grade 8: Reports/transcripts for **previous two (2) school years in English**
    - Grade 9 – 12: Reports/transcripts for **previous three (3) years of school in English**
  - Confidential Teacher Recommendation Forms from:  
Primary applicants - Homeroom Teacher and Principal  
Secondary applicants - Math, English Teacher and Principal
    - forms must be sent directly to BIS by the student's current school
  - Copy of Student's Passport
  - Copy of Parents' Passports
  - Copy of KITAS/DINAS Visa
  - Copy of Student's Birth Certificate
    - If the family lives in Indonesia and holds an Indonesian Passport
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- Parents will be informed if their child/ren is/are accepted or not. The Head of School makes all final decisions on enrolment.
  - If accepted, parents will receive an acceptance email from the admissions officer.
  - An invoice for the Registration Fee will then be sent which secures the space for the student, it is later deducted from the tuition.
  - All fees and levies due must be paid in full. The school's Fee Schedule and Agreement must be signed prior to the commencement of classes.
  - Students will be advised by the school as to the date that they may begin school.

## Student's Grade Placement

Any student admitted to Bali Island School will be placed at the grade level that is developmentally and educationally most suitable. Records from previous schools, placement test results (where appropriate) and age-appropriateness for the grade placement in question will be the determining factors. Final placement will be confirmed by the Head of School. See table below:



**Table 1**

BIS	Age of Students by September 1	British System School	American System School	Australia
Preschool	3 Years Old	Preschool	Preschool 3	Preschool
Preschool	4 Years Old	Reception	Preschool 4	Preschool
Kindergarten	5 Years Old	Year 1	Kindergarten	Kindergarten / Reception
Grade 1	6 Years Old	Year 2	Grade 1	Year 1
Grade 2	7 Years Old	Year 3	Grade 2	Year 2
Grade 3	8 Years Old	Year 4	Grade 3	Year 3
Grade 4	9 Years Old	Year 5	Grade 4	Year 4
Grade 5	10 Years Old	Year 6	Grade 5	Year 5
Grade 6	11 Years Old	Year 7	Grade 6	Year 6
Grade 7	12 Years Old	Year 8	Grade 7	Year 7
Grade 8	13 Years Old	Year 9	Grade 8	Year 8
Grade 9	14 Years Old	Year 10	Grade 9	Year 9
Grade 10	15 Years Old	Year 11	Grade 10	Year 10
Grade 11	16 Years Old	Year 12	Grade 11	Year 11
Grade 12	17 Years Old	Year 13	Grade 12	Year 12

Other factors will be taken into consideration for student placement:

- Number of years of schooling completed prior to application for entry to BIS
- School records
- School report comments and behavior reports
- Results of the assessment tests and interview

\* *Preschool 3 students are scheduled for ½ days (7:45-11:30 a.m.) until Semester II begins in January. Families may ask the school if their child may begin full days earlier than Semester II. The Administration*





*and teachers will assess each student's ability to engage for the full day during a trial period. Once the decision has been made to adjust the child's length of day, the appropriate fee change will be assessed.*

### **Guardianship and Supervision**

Students are expected to reside with their parent(s). Any exception requires the Head of School's approval, which is contingent on evidence that the student(s) will be supervised by a close relative or other appropriate adult who is able to provide the support and care of a family home, and who is legally recognized in Indonesia as the student's guardian.

In cases where the school has evidence that a student is not being adequately cared for and supervised in regard to guardianship, the school reserves the right to ask the parents to make a more suitable arrangement for the child's care and well-being.

### **Withdrawal**

- Parents are expected to provide a minimum of six weeks notice of withdrawal.
- Parents are requested to ensure that the school administrative office (Accounting) are given the notice of withdrawal, not solely the homeroom teacher or divisional office.
- The official BIS withdrawal form is available from the school administrative office. The school therefore expects that the date that the form is lodged and received is the official date of notification of withdrawal. We ask that all parents support us by notifying the school as early as possible, and if there is an unusual or exceptional circumstance, contact the Head of School.
- Until all fees have been paid, school property returned and other obligations met, the school is not able to provide any documentation to support students who are leaving.

### **Tuition and Other Fees**

- The BIS website contains current information on tuition and other fees, as well as a copy of the tuition fee schedule.
- Parents are expected to comply with the terms and conditions stated. The deadlines for payment are published within the Agreement.
- Parents will receive two invoices, which list payment dates, per year:
  - 1) Invoice for Registration Fee: It secures the enrolment of the student for us and it will be deducted from the tuition
  - 2) Invoice for the Tuition Fees
- Email reminders will be sent closer to the due dates on the invoice.
- If there are difficulties in meeting commitments by the agreed deadlines, parents are encouraged to contact the Head of School immediately. The school will try to work with the parents to resolve the issue.
- If parents fail to meet their obligations for payment of fees, BIS can withdraw educational services.

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## Appendix 1 DP Admission Criteria

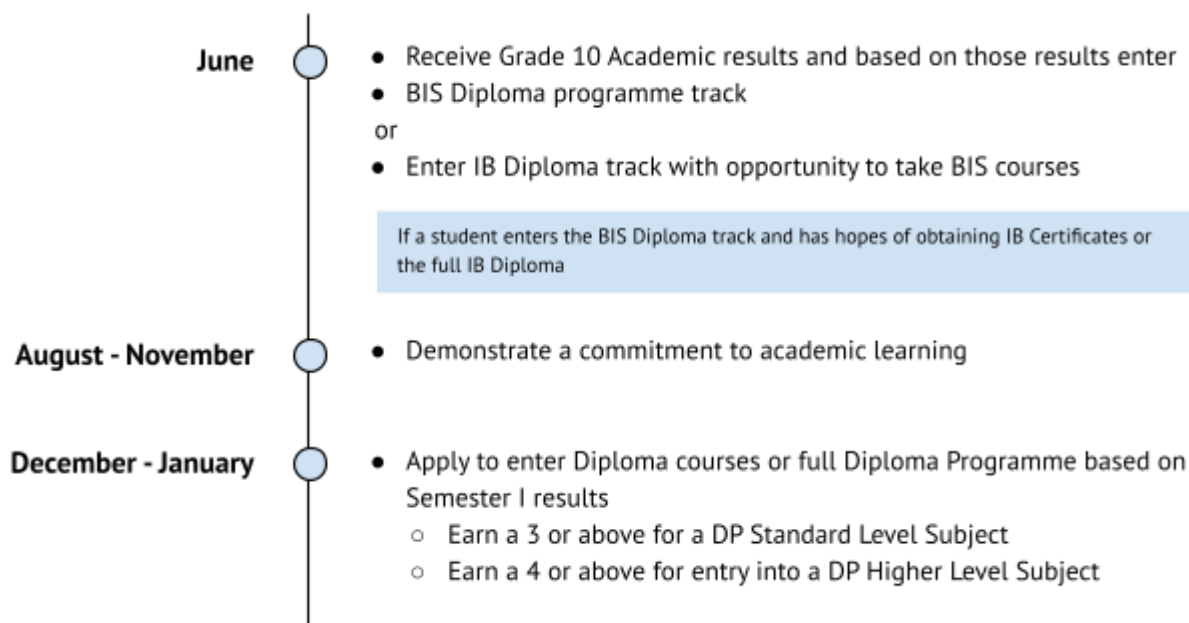
Students moving from the MYP to the DP must meet the following minimum requirements:

- Achieve a minimum total of 24 points across the seven subject areas in Grade 10 of the MYP.
- Achieve a final grade of 3 or above in any subject area they wish to pursue at DP Standard Level.
- Achieve a final grade of 4 or above in any subject they wish to pursue at the DP Higher Level.
- Achieve a final grade of 3 or above in the Personal Project.
- Successfully meet the Service as Action Learning Outcomes by the end of Grade 10.
- Ensure that the course selection form is signed by the relevant DP teachers and the student's Parents/Guardians.

After Grade 10 Semester 2 reports have been tabulated, we will evaluate each student's report and if your child meets the admissions criteria, we will invite him/her to enter the IB DP Program. Your child may choose to enroll fully, or take a selection of IB DP subjects that are aligned with his/her passions and interests, or continue with the BIS Diploma.

If your child does not meet the admissions criteria in June, he/she will be provided the opportunity to demonstrate a commitment to academic learning throughout Semester 1 of Grade 11. If he/she achieves satisfactory levels of achievement and demonstrates the capacity to learn at the SL or HL level, he/she will be able to apply for either DP Certificates or the full IB DP status from Term 3.

Timeline:



The IB Diploma Programme is very rigorous and BIS aims to place each student on a pathway where they have every chance of success. All students will be monitored throughout the entire BIS/IB DP Programmes to ensure they are on target to meet all requirements. These opportunities generally occur after each term, when summative grades are reported, as they provide a strong indicator of the student's progress and likelihood of success.