



Bali Island School
for a World-Class Education

Admissions Policy & Procedures

2026-2027





Bali Island School

for a World-Class Education

Admissions Policy

Review Due Date: May 2027

BIS Guiding Statements

Vision: To be the school of choice for internationally-minded families and a leader of IB World Schools in Indonesia.

Mission: Engaging and empowering globally-minded, confident learners to reach their utmost potential in an active, creative and respectful learning community.

International Baccalaureate® Mission Statement

The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect.

International Baccalaureate® Learner Profile

This procedure document fosters the following Learner Profile attributes:

Inquirers Knowledgeable Thinkers **Communicators** Principled **Open-minded** Caring Risk-takers
Balanced Reflective

Related BIS Policies or Procedures

BIS POLICY MANUAL: 7.01 Admissions Requirements and Placement of students, 6.13 Learning Support and Inclusion, 6.17 Student Support Services

Inclusion Procedures ([Hyperlink](#)), Language Procedures ([Hyperlink](#)), Child Protection Policy and Procedures ([Hyperlink](#))

BIS ADMISSIONS POLICY

1. Philosophy

- This Admissions Policy reflects our mission and values and is aligned to the [Inclusion Policy](#) which reflects our commitment to the principles of equity, access, and respect for diversity within our context.
- The Admission Policy is aligned with the IB Programme Standards and Practices, the BIS mission and values, and international school best practices adapted for the BIS context.
- Bali Island School (BIS) recognizes the right of every student to receive an education that caters to their unique needs and supports their growth as lifelong learners.

2. Purpose of the Policy

- BIS is an authorised International Baccalaureate (IB) World School that is fully accredited in the USA by the Western Association of Schools and Colleges (WASC) and world-wide through the Council of International Schools (CIS). The school's admissions philosophy aligns with the CIS/WASC and IB standards and practices as well as the BIS mission and values.
- The purpose of the admissions policy is to reflect the fact that BIS is an intentionally diverse international school that strives to be inclusive and to create an environment that supports globally-minded, confident learners to reach their utmost potential in an active, creative and respectful learning community.
- The BIS school community shares a commitment to the purpose of this policy and the school's mission and it drives all aspects of school life, including admissions. BIS endeavours to admit and re-enrol families and students who embrace and implement the mission and values of the school.

3. Guiding Principles

BIS is an intentionally diverse international school. We seek to provide a rich learning environment through enrolling students with a wide range of social, cultural and linguistic backgrounds. The policy is underpinned by the following principles:

- We recognize and respect the diverse backgrounds, abilities, and identities of all applicants, ensuring fair consideration for admission.
- BIS does not discriminate based on race, ethnicity, nationality, gender identity, sexual orientation, religion, socio-economic status, disability, or any other protected status.
- Admissions decisions take into account the whole child, including their unique strengths, talents, and potential contributions to the school community.

- We strive to accommodate students with diverse language backgrounds.
- We strive to provide accommodations and support to meet the needs of students with unique learning profiles, mild to moderate learning differences, or other exceptionalities, in alignment with the human and physical resources available at BIS.
- We require parents/guardians to share relevant medical, psychological, or educational assessments during the application process to analyze resources and ascertain our ability to support each child's educational needs.
- BIS actively collaborates with families, educators, and community organizations.
- It is the responsibility of the parents/authorised guardians to demonstrate that the guardianship and supervision arrangements are aligned with the child protection policy and procedures and will enable the student/s to reach their full potential. (Policy: 7.01)

BIS is committed to an inclusive admissions process, ensuring no child is denied access based on their learning needs. Our admissions procedures will:

- Consider the school's capacity to meet the specific needs of the student, depending on our available human and physical resources.
- Require parents/guardians to share relevant medical, psychological, or educational assessments during the application process.
- Ensure equitable access to resources and support systems for all admitted students.

Grade Placement Principles

- Typically, new students are placed in a grade level according to their birth date (1st September cut-off date). The school will determine grade placement and all other program options in the best interest of the student.
- At the point of admissions, we will use previous school records, educational attainment, language and learning profiles, and assessment tools to determine the most appropriate grade level placement for a new student.
- BIS does not promote students beyond their age-appropriate grade level before Grade 2 and will only do so when it is firmly in the best short and long-term interests of the child.
- The school's decision is final, and the Head of School makes the final decision.

Admissions applications validity

- Applications are valid for **two academic years**. It is the responsibility of the parent to ensure that information on the application remains up to date (new school progress reports are submitted, etc).
- If we are unable to enroll a child within two academic years, and parents are still wishing to pursue enrollment, a new application must be submitted.

Admissions requirements

In order to be eligible for admission to Bali Island School, the following criteria must be met.

- Students must be age-appropriate for their grade. The birthday cut-off date for the Primary and Secondary Schools is 1st September.
- There is space availability in their age-appropriate class.
- Applicants can access learning in a mainstream classroom with support from our English as an Additional Language program or our Learning Support Program.
- In the Secondary School, applicants must demonstrate proficiency in both academic and social English and satisfy the Secondary Principal or their designated authority that they are capable of meeting graduation requirements. For students entering grade 10 or higher, this includes transferring sufficient credits from prior schooling to be on track for graduation.
- Acceptance is not based upon the date of application. BIS has a rolling admissions policy and will accept candidates based on the given requirements year-round.
- In order to maintain our community and live our mission, we expect families to work in partnership with our school and actively support our IB educational philosophy.
 - On the rare occasions when we believe that families are not displaying behaviors that are contrary to our mission or who are unable to work in partnership with us, we reserve the right to refuse admission, refuse re-enrollment for the following academic year or suggest withdrawal to the individuals concerned.
 - Equally, failure to provide accurate information, or to disclose a known learning disability or other diagnosis, is likely to result in an admissions refusal or the subsequent removal of an offer of enrollment.

Refund principles

- Registration fees are not refundable under any circumstances.
- Capital Levy fees are not refundable under any circumstances.
- No tuition will be refunded after a semester has commenced. Tuition fees may be refunded for any one semester period.
- There may be circumstances under which the school has to require parents of current students to seek alternative schooling for their child/ren;
 - where the school determines that their needs can no longer be met or
 - where parents or students have not complied with formal written recommendations or requirements of the school or
 - where parents have not demonstrated a commitment to working in partnership with the school, or
 - where parents have failed to disclose a learning or behavioural concern at any stage of enrollment or re-enrollment including when the school has attempted to meet student needs on a temporary basis;
- If not up to date with payment of fees, access to the campus for the student/s will be withdrawn until all relevant financial obligations have been met.

Priority for Admissions

BIS has a priority system for admission. The priority groupings are as follows:

1. Children who already have siblings enrolled in BIS and who meet other admissions requirements
2. Families with multiple children choosing to enroll all in BIS
3. Children of Expatriate teaching staff.

Admission Decisions principles

The majority of students applying to BIS will be admitted when spaces become available. However, there may occasionally be circumstances under which we:

- Decline admission to students where the School determines that their needs cannot be met. This includes students with
 - severe and profound cognitive and developmental disabilities,
 - students who are more physically challenged than the school can manage safely,
 - students with severe emotional, behavioral, or psychiatric disorders, or students who consistently disrupt the learning of other students as a result of their behavior.
 - The Head of School reserves the right to decline admission if they believe that BIS will not be a place where the student can be successful.
- Decline admission to students whose parents fail to disclose all relevant information about their child's learning needs during the admissions process and/or fail to submit all appropriate documentation.
- Decline a student because we are full in our Learning Support Program.
- Decline a student because we are full in our English as an Additional Language Program.

The school has no obligation to admit a student who applies, and it is not obliged to justify its decision not to admit a student.

Staff Dependent Tuition Scholarships:

- The School Board annually provides overall tuition remittance in its Annual School Budget for the children of expatriate faculty. All students who receive tuition remittance must meet the re-enrollment requirements. This provision should not exceed 3% of the school's annual enrollment.
- Exceptions can be made and this limit can be overwritten by the Board of Directors.

Re-enrolment Principle

- The underlying principle behind re-enrollment is that students and their families will be offered and will accept re-enrollment. To be eligible for re-enrollment, families and students must be in good standing with the school. This means that they need to be up to date with all financial obligations to the school, that students should meet the school's expectations, and that parents should work in partnership with our school and actively support the BIS and IB educational philosophy.

Withdrawal Principles

- Parents who wish to withdraw their child from BIS must submit the withdrawal form [\(link form from Open Apply\)](#) to the Admissions Office before the specified timeline in the procedures that support this policy.
- All financial obligations are to be met, BIS property returned, clearance/withdrawal procedures completed before any records or other requests from the family are provided by the school.
- Families are expected to reimburse BIS for any lost property that is not returned to the school.
- If no administrative holds have been assigned to the student account, the family will have time-limited access to the student's Toddle account to allow them to download historical report cards, etc.

4. Scope of the Policy

This policy applies to all BIS staff, current and prospective families.

5. Definitions

- **INCLUSIVE SCHOOL COMMUNITY:** BIS staff and parents foster a mutually supportive, inclusive school community with high ethical standards in academic and social life, fully utilizing the richness of the school's cultural and international diversity. BIS encourages students to become active, compassionate, lifelong learners who are equipped to take action on global issues on a local level.
- **Diversity:** BIS is an intentionally diverse international school. We seek to provide a rich learning environment through enrolling students with a wide range of social, cultural and linguistic backgrounds.

BIS Admissions Policy: Board approved (15 April 2026),

To be reviewed: Annually, each May