



To: Parents and Prospective Students  
From: School Administration  
Subject: **Admissions Policy and Procedures**

## 1. **General Admissions Policy**

NJIS is open for admission to expatriate students whose parents (or at least one parent) have a foreign passport and a valid work and residence permit or as otherwise approved by the Government of the Republic of Indonesia. (The Ministerial Decree of 2 May 2000 authorizes NJIS to enroll Indonesian students who meet the criteria established by the National Ministry of Education).

To be eligible for admission, a student must provide previous school records and achieve adequate scores on the Placement Evaluations, if necessary. Children are generally accepted into the school in the order in which they apply, with the following exceptions. Siblings of current students are considered first. All children are accepted on a trial basis, and the first thirty school days of attendance are considered a probationary period. Admission decisions are based on a careful assessment of each student's academic abilities including previous academic records, a personal interview, and results of the Measurement of Academic Progress (MAP) entrance exam administered on-site. NJIS reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not currently available. No new ELL students will be admitted to the High School. NJIS does not admit students who want to learn only the English language.

New students may be admitted and enrolled at any time up to the last day of the third quarter during the school year if a space in the child's grade/program is available and all admissions requirements have been met. Once a space has been offered, the student must be enrolled at that time, and the school fees paid in full to hold the place for immediate or later entry,

## 2. **Grade Level Placement Policy**

Student's grade level will be determined based on a comprehensive placement evaluation. Students are placed according to the results of their MAP testing scores (Grades 2-12), previous academic history, age, and social development. Continued new student enrollment is contingent upon adequate social, emotional, and skills progress. Students who do not make expected progress may be recommended for retention or placement in a grade level lower than their initial acceptance. In some cases, the NJIS teaching staff may recommend that a student be retained at a grade level for the next school year. The Head of School makes the final decision.

Students entering NJIS from schools where the academic year does not correspond to the August – June calendar at NJIS will be continued at the same grade level until the end of the NJIS school year.

### 3. **Support Programs Policy**

NJIS does not employ a school psychologist or psychiatrist and has no program specifically for children with learning differences or those children identified as requiring additional support to achieve academically. Students who have learning difficulties which are beyond the scope of the school's professional and material resources, or who have not performed adequately at previous school(s), regardless of the reason for this, will not be eligible for admission.

After a child has already been enrolled and the school becomes aware of learning differences, the school reserves the right to withdraw the offer of enrollment.

### 4. **Admissions Procedures**

#### a. **Pre-Kindergarten and Kindergarten**

Applicants in Pre-Kindergarten and Kindergarten need no prior knowledge of English to apply for admissions. The admissions process includes an oral interview and observation (approximately one-half hour) by the classroom teacher and counselor. An offer of acceptance is made based on the results of the observation and classroom teacher recommendation. Parents are typically notified within three business days.

October 31 is the cut-off date for regular enrollment into Pre-K and KG; applicants must be four years old by this date for Pre-K enrollment and five years old for KG enrollment; no exceptions will be made. **Late enrollment into NJIS is available until the last day of Quarter Three; new students will not be accepted after this date.** Pre-K and KG eligible students who wish to enroll any time after October 31 must still meet the requirement of the four-years-old and five-years-old cut-off date of October 31. Based on the end-of-year social development and skills assessment, children entering Pre-K and KG after October 31 may need to repeat the grade.

#### b. **Grade 1**

Prospective Grade 1 students' admissions process includes an oral interview, skills test, and observation (approximately one-half hour) by the counselor. An offer of acceptance is made based on the results of the observation, skills test, social development, and counselor recommendation. Parents are typically notified within three business days.

#### c. **Grades 2-5**

Prospective primary students' Grades 2-5 admissions process includes an oral interview and completion of the language, reading, and mathematics portions of the Measurement of Academic Progress (MAP) computerized test. An offer of acceptance is made based on the results of the oral interview, previous school records, MAP testing results, and counselor recommendation. Parents are typically notified within three business days.

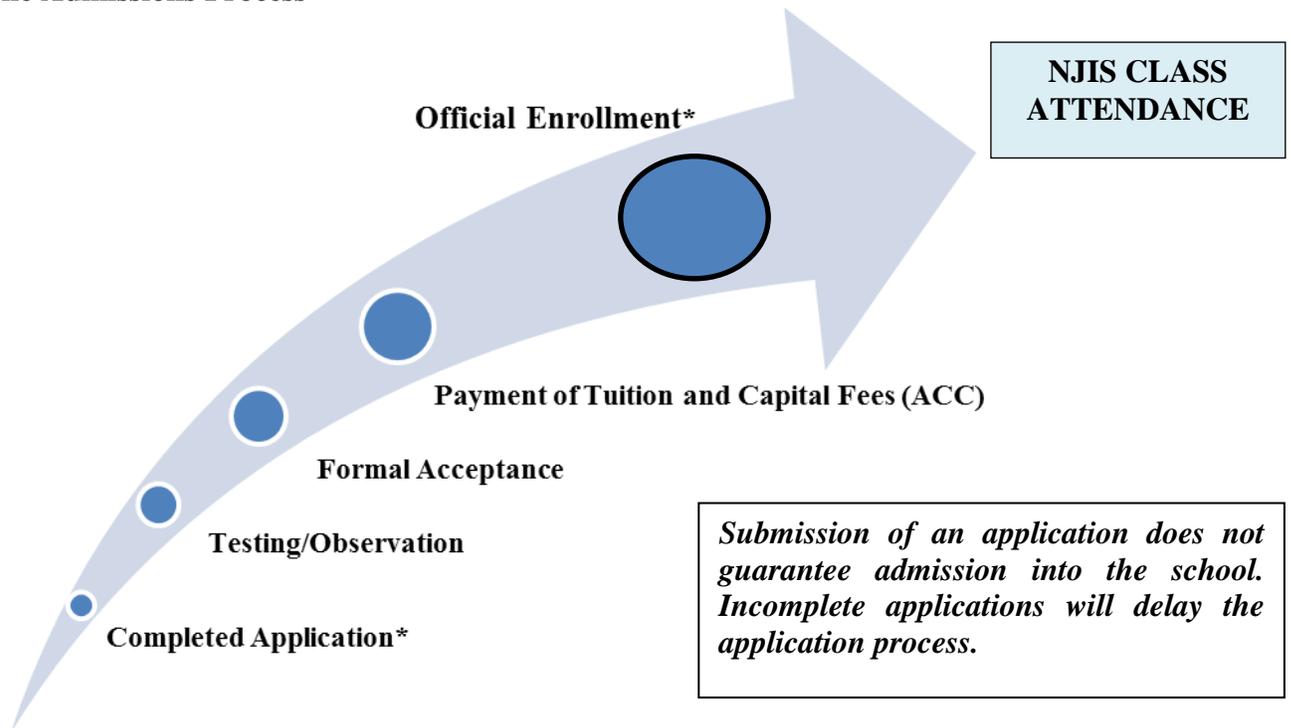
**d. Middle School (Grades 6-8)**

Prospective Middle School students' Grades 6-8 admissions process includes an oral interview and completion of the language, reading, and mathematics portions of the Measurement of Academic Progress (MAP) computerized test. An offer of acceptance is made based on the results of the oral interview, previous school records, MAP testing results, and counselor recommendation. Parents are typically notified within three business days.

**e. High School (Grades 9-12)**

Applicants in Grades 9-12 are required to have a minimum of one year's previous instruction in English. The admissions process includes an oral interview and completion of the language, reading, and mathematics portions of the Measurement of Academic Progress (MAP) computerized test. Students must score within two grade levels of proficiency on the language and reading portions of the MAP test to be considered for admission to high school. NJIS does not offer ELL support for high school students. An offer of acceptance is made based on the results of the oral interview, previous school records, MAP testing results, and counselor recommendation. Parents are typically notified within three business days.

**5. The Admissions Process**



**6. Application for Admission Required Supporting Documentation:**

- a. A current NJIS Application for Admission form completed and signed.
- b. A payment of Rp. 2,840,000 **-non-refundable** application fee per student is required at the time of application submissions. Application fee must be paid in cash. A receipt will be issued upon payment.
- c. Copy of child's birth certificate (present original),
- d. Copy of the photo page of child's and parents' passports. Originals must be presented at the time of submission of the application.
- e. Copy of child's and father's KITAS, Dinas, or Diplomatic visa (present original) or sponsoring letter from the company.
- f. A copy of child's most recent report card.
- g. At least three years of prior school reports. School reports from non-English speaking schools must be officially translated into English.
- h. High School applicants must provide all secondary work completed, including Grades 6, 7, and 8, if applying for Grade 9 and above.
- i. For students applying for Grades 10 to 12, official or unofficial copy of transcript of grades.
- j. Two passport-size photographs.
- k. A completed NJIS Health Card.
- l. A completed NJIS Student Data Sheet.
- m. A completed NJIS bus form (if applicable) and two passport-size photographs.
- n. Copy of Family Card (Indonesian citizens)

**Note: All documentation must be submitted prior to a student's consideration.**

I / We certify that the information I have provided is, to the best of my knowledge, accurate and complete.

I / We understand that this enrollment contract guarantees enrollment for the 20....-20.... school year only.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_