



# Enrolment Policy

#237

## 1. Purpose

The purpose of this policy is to provide information that governs the initial and continuing enrolment of students at Dyatmika.

## 2. Scope

The policy applies to all current members of the Dyatmika community and to parents / guardians who wish to enrol their children at Dyatmika.

## 3. Definitions

None.

## 4. Policy statement

### 4.1 Open access

Dyatmika operates an open access enrolment policy. People of all nationalities are welcome to apply for places.

### 4.2 Criteria for acceptance and class placement

Dyatmika is a popular school and applications are often in excess of places available. Priorities for acceptance are as follows:

1. The applicant must be able to access the school's curriculum and this is established by an assessment relevant to the age of the applicant, including an evaluation of an appropriate level of English.

Students will not be admitted if they are assessed by the school as having special learning and/or behavioural needs, unless the school feels able to offer appropriate curriculum and/or support.

Dyatmika is built on a sloping site with many changes in level. The school does not currently have wheelchair friendly access.

2. Priority will be given, the order of their entry date to the waiting list, to:

- applicants who already have siblings at the school;
- children of Dyatmika Alumni, who are entered on the waiting list with 'sibling status'.

Places are then offered to applicants on the waiting list in the order of their entry date to the waiting list.

NB

The school reserves the right to maintain a balance of genders in class groups.  
The school offers a 2.5% discount on the tuition fee only for siblings.

3. Students will enter the age appropriate class group as per age guidelines determined by the Indonesian government.

#### **4.3 Application fee**

An application fee is charged. If after three years on the waiting list a student has not been admitted to Dyatmika, parents may request that their child's name is removed from the waiting list and 50% of the application fee will be refunded.

#### **4.4 Conditional entries**

Every year Dyatmika offers conditional places to students new to High School at Dyatmika to ensure that every student is able to make good progress in their learning. A conditional offer means that:

1. The school undertakes to provide additional support for a student's learning for at least the first year of attendance at Dyatmika. This support may be through:
  - the provision of online work that aims to fill in curriculum gaps ahead of the student's attendance at Dyatmika;
  - one after school class a week provided by the school;
  - for English, a second weekly after school class supplied by IALF, held at school but paid for by the parents. If staffing permits, the school will supply this additional class at no extra cost.

In subsequent years further support will be available to students as needed, in line with Dyatmika's Achievement Intervention Procedure.

2. In return, the school asks that, as a condition of continuing enrolment at Dyatmika, parents/guardians:
  - make sure that online work is completed at home;
  - ensure their child's attendance at support classes;
  - work with the school to address any issues that are preventing their child from making good progress.

Parents will be updated on their child's progress and advised about whether this additional support should continue.

If, at some future date, it becomes evident that Dyatmika is unable to meet a student's educational and/or social needs, we reserve the right to withdraw the school place. This can apply to students in Primary or High School. In this circumstance, the balance of the admission fee refunded.

In the situation that the conditions in point 2 above are not being met by parents/guardians, a student's place may be withdrawn and the balance of the admission fee will not be refunded.

#### **4.5 Parental disclosure of information**

It is a condition of any offer that parents/guardians have disclosed all information relevant to the application, including details of academic, behavioural or social issues. Where it is found that information has been withheld, or if the parents are unsupportive of the school's provision for their child, the student's place may be withdrawn. In this case the balance of the admission fee will not be returned.

#### **4.6 KITAS for international students**

International students must have a current KITAS, which parents / guardians are responsible for obtaining. Dyatmika does not accept legal responsibility for students and, therefore, does not sponsor the KITAS for a student. After a student becomes legally responsible for themselves in Indonesia, at age 17, then the school is able to sponsor the KITAS in the rare circumstance that parents/ guardians are unable to do so.

#### **4.7 Study permits**

The school will assist with the application for study permits from the government in Jakarta for international students on receipt of all necessary documentation from parents/guardians (The school provides a step by step guide to assist parents via the school website). Study permits must be renewed ahead of each school year. Any associated costs are borne by parents.

#### **4.8 Indonesian national examinations**

Parents / guardians should make themselves aware of the current requirements for sitting national examinations for students with Indonesian citizenship, and about the school's provision for this. Information is available on Dyatmika's website and from Heads of School.

#### **4.9 Temporary absence from Dyatmika and minimal attendance**

Students are able to take a temporary leave of absence from Dyatmika for up to 12 months provided that school fees are paid in advance. In order to maintain progress in learning, such leave of absence is permitted once during each of the first three stages of the school, i.e.:

- One leave of absence during Early Years, PG to TKB
- One leave of absence during Primary, Class 1 to 6. We advise that students sitting the National examination do not take leave of absence during Class 6
- One leave of absence during Lower High School (SMP) Class 7 to 9

No leave of absence is permitted during examination years, being Class 6 and 9 if sitting the UN examination; Class 10 - IGCSE; Class 11 - AS level; Class 12 - A level and the UN examination for some students.

During a leave of absence, the school will keep the student's place open and access to the Engage portal will still be available. Parents should talk with Heads of School about possible impacts on their child's learning during an absence from Dyatmika, and about how best to support their child's continuing academic progress.

Parents are reminded that school policy is that students must attend school for a minimum of 90% of each semester. The extract from the attendance policy is:

Should the student be in attendance for less than 90% of the semester the student will jeopardise his or her ability to receive a report card for that semester. If any student's lack of attendance is a continuing issue from one semester to the next, the student jeopardises his or her ability to continue as a student at Dyatmika School.

#### **4.10 Withdrawal of the student by parents / guardians**

If a child is withdrawn from Dyatmika, the school must be informed **in writing 60 days prior to the last day of attendance at school**. This time is needed to complete the necessary assessments, interviews and acceptance procedures to fill the vacated place while academic staff are available. If notification is not given, the parent / guardian will incur a fine of 2 months of the tuition fee.

Please note that the balance of admission fees will not be refunded when a student is withdrawn by parents from the school. Parents are informed that admission fees are not refundable when their child is enrolled.

The school allows a cooling off period of one school term during which time a student may reenter Dyatmika when the next available space becomes vacant, provided that all fees are paid. In this circumstance no new admission fee will be charged if the student is still within the same section of the school. If the cooling off period has passed, then the student will reenter the waiting list as a regular applicant and all fees will apply.

#### **4.11 Unpaid fees**

If parents are experiencing difficulties paying school fees, we encourage them to make an appointment to meet with the Business Manager and Director once they have explored other avenues to solve this issue.

Please note the following points regarding unpaid fees:

- A penalty of 1% for each 30 day period overdue is imposed on unpaid fees.
- Parents will receive a first reminder 30 days after an unpaid fee was due.
- Parents will receive a second reminder 60 days after an unpaid fee was due and will be asked to keep their child at home until the amount is paid.
- Dyatmika blocks access to reports via Engage if fees are unpaid.
- Continuing nonpayment of fees will mean that the student is unable to continue at Dyatmika.

- Dyatmika has a mutual agreement with the Bali Heads of School Association (BHOSA) to share the names of students with unpaid fees. Those students will not be admitted to a BHOSA school until all fees at the previous school have been paid.

## 5. Roles and responsibilities

The Board is to:	<ul style="list-style-type: none"> <li>• Approve / amend the policy as needed. Provide any related advice to parental inquiries that is consistent with the policy.</li> </ul>
The Director is to:	<ul style="list-style-type: none"> <li>• Apply the policy and provide related advice with consistency.</li> </ul>
The Business Manager is to:	<ul style="list-style-type: none"> <li>• Ensure that all financial aspects of the policy are consistently applied.</li> </ul>
Heads of School are to:	<ul style="list-style-type: none"> <li>• Apply the policy and provide related advice with consistency.</li> </ul>
The Enrolment Officer is to:	<ul style="list-style-type: none"> <li>• Apply the policy and provide related advice with consistency.</li> </ul>
Parents are to:	<ul style="list-style-type: none"> <li>• Be aware of the conditions contained in the policy and meet their related responsibilities.</li> </ul>

## 6. Change history

Version	Developed by	Date of issue
1	Director	2017-18