



## Enrolment Policy

### 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 prospective parents / guardians who wish to enrol their child/ren 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 enabling the school to achieve a balance of multiculturalism, whilst retaining a strong sense of Indonesian culture and the Balinese heritage of the school.

#### 4.2 Criteria for acceptance and class placement

Dyatmika is a popular school and applications are often in excess of places available. Enrolment in the school is at the absolute discretion of the school. Factors influencing enrolment decisions into Dyatmika may include:

1. The applicant must be able to access the school's curriculum and this is established by an assessment of their potential relevant to the age of the applicant, including an evaluation of an appropriate level of English. **Please note:** *for entry into the Early Years, the school can only accept students who are toilet trained prior to entering the school.*
2. A family's financial record with the school will also be taken into consideration for siblings. The school reserves the right to refuse entry for siblings if there is an unsatisfactory financial record with the school, including outstanding fees still to be paid.
3. If prospective students are assessed by the school as having special learning and/or behavioural needs, they will only be admitted if the school feels able to offer appropriate curriculum and/or support to meet their needs.



4. The suitability of a family's applications are judged holistically rather than being academically selective. The admissions process focuses on children's potential, but also includes interviews with prospective parents.
5. Dyatmika is built on a sloping site with many changes in level. The school does not currently have wheelchair friendly access. Therefore the school may not be an appropriate environment for students with certain physical disabilities.
6. Because Dyatmika is a popular school, there are waitlists for some classes. In general places will be offered to applicants according to the order of their entry date to the waiting list, however the school reserves the right to award priority to applicants. Reasons for this include, but are not limited to, the following:
  - Applicants already have siblings at the school. *Please note that the school offers a 2.5% discount on tuition fees for siblings*
  - Applicants are children of Dyatmika Alumni
  - A reasonable balance of genders in class groups is required
  - School attendance history of applicants
  - Status of required Immigration documentation for expatriates
  - A need to ensure enrolment maintains a balance of multiculturalism, Indonesian culture and the Balinese heritage of the school (see 4.1).
7. Students will enter the age appropriate class group as per age guidelines determined by the Indonesian government.
8. Dyatmika has a policy of mixing the composition of classes at the end of each *Dyatmika Phase*. This will ensure that each class contains:
  - A balance of genders
  - A balance of abilities
  - A healthy mix of social and behavioural characteristics
  - Well matched learning partners and positive friendship groups
  - A balance of nationalities (where possible)

The phases where this re-mixing occurs will be:

- at the end of TK
- at the end of Class 1
- at the end of Class 3
- at the end of Class 5
- at the end of Class 7



Please note that Dyatmika School reserves the right to re-mix classes at *the end of an academic year* if it is deemed necessary and is in the best interests of students.

Consideration will be given to student friendships and learning partnerships, but we will not accommodate requests from parents as to your child's placement.

### 4.3 School fees

Details of the school fees can be found on the [enrolment page](#) of the school website.

We accept students throughout the year. The table below describes how the fee payments will apply for students entering the school during the year.

#### NEW INCOMING STUDENT DURING THE SCHOOL YEAR

The following fee payments will be applied

ACADEMIC Term	TERM 1 SEPT - OCT	TERM 2 OCT - DEC	TERM 3 JAN - MARCH	TERM 4 MARCH-JUNE
Teaching & Learning Fee	Full payment	Full payment	50% payment	50% payment
Admission Fee	Full payment	Full payment	Full payment	Full payment
	Prorate as per class level			
Tuition Fee	Prorate as per start of the month, daily basis is not possible			

### Application fee

A non-refundable 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 be removed from the waiting list.

### 4.4 Conditional entries

Dyatmika may offer 'conditional places' to prospective students. These may be for the following reasons:

- Concerns regarding past financial records with Dyatmika or other schools.
- To ensure students entering Dyatmika are able to access the curriculum.
- If students are identified as having learning or behavioural needs (regular review cycles are needed to ensure Dyatmika offers appropriate provision).
- To ensure that every student is able to make good progress in their learning.

**1) School actions to support:** For students entering Dyatmika with conditions related to their ability or levels of attainment, the school will provide additional support for a student's learning in a variety of ways including, but not limited to:



- In class support and focus support groups to address individual targets (Primary School)
- Differentiated groupings in areas such as phonics, English, Bahasa Indonesia and Maths (Primary School)
- Targeted learning support delivered by Teaching Assistants, coordinated by teachers (Primary School)
- Provision of online reading and activities or access to recommended websites to promote engagement and boost attainment (Primary School)
- the provision of online work or reading that aims to fill in curriculum gaps ahead of the student's attendance at Dyatmika (High School)
- after school classes provided by the school (High 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 (High School).

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

**2) Parental expectations to support:** In return, the school asks that, as a condition of continuing enrolment at Dyatmika, parents /guardians:

- make sure that any online or additional work is completed at home;
- ensure their child's attendance meets requirements, including all support classes;
- Support their child, as is age appropriate, with general organisation and completion of work set
- Ensure their child (regardless of age) reads regularly and consistently at home
- 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 will be 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. All information requested on the enrolment form must be completed since some of these are required fields by the Indonesian Government. Failure to do so will impact the ability of the school to accept an application.

It is the responsibility of parents to actively update the school of any changes to the information provided during enrolment. 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: students with Indonesian citizenship or dual nationality (Indonesian and one other)**

Regulation 31/2014 from the Indonesian Ministry of Education, Culture, Research, and Technology states that all Indonesian national students should take a national assessment from the Indonesian Government.

Following the latest regulation on National Assessment, all students with Indonesian citizenship or dual nationality (Indonesian and one other, unless they have a KITAS) are required to take National Assessment on Literacy, Numeracy, Characters in classes 5, 8, and 11 and a school-based final assessment in classes 6, 9, and 12.

These students will graduate from Dyatmika with the double award consisting of both Cambridge and National Certificates, giving them the widest choice for further education.



*Students with dual nationality are designated as Indonesian by the government unless they have a KITAS.*

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

The school actively encourages any leave of absence of students, yet recognises that circumstances may arise where this is a necessity. In such situations, students are able to take a temporary leave of absence from Dyatmika provided that all school fees are paid in advance.

The reasons for the temporary absence and the length of absence will be considered on a case by case basis. It is highly undesirable for this period of leave to be any longer than 6 months, due to the detrimental impact this will have on students. 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.

Where possible, alternative educational provision for the student should be provided during this period of absence. Details of this provision should be shared with the school ahead of their departure. Upon return to Dyatmika, a report detailing the student's progress may be requested.

In order to maintain progress in learning, such leave of absence is permitted once during each of the first two stages of the school, i.e.:

- One leave of absence during Early Years and Primary, PG to Class 5
- One leave of absence during Lower High School Class 6 to 9\*

No leave of absence is permitted during the following examination years:

- Class 6 and \*9 if sitting the school based final assessment;
- Class 10 – IGCSE examination;
- Class 11 - AS level;
- Class 12 - A level / school based final assessment.

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:

*Students in both Primary and High School are expected to have an attendance record for a minimum of 90% of the semester. The school takes a strict approach to this, unless there are extenuating circumstances such as prolonged illness. In such cases, parents are expected to have informed the school. If any students' lack of*



*attendance is a continuing issue (i.e. less than 90%) 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 school 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. Please note:

- 1) If the above notice is given, a pro rata refund is given for the tuition fee, from the month of non-attendance.
- 2) If the required notification is not given, the parent / guardian will incur a fine of 2 months of tuition fees. This represents a genuine pre-estimate of the school's loss in these circumstances, and sometimes the actual loss to the school will be much greater. This rule is necessary to promote stability and the school's ability to plan its staffing and other resources.

*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 an interim 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 interim 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 IDR 200.000 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.

**Please see Appendix A to view the fee payment process flow chart**

#### **4.12 Withdrawal of a students' place by the school**

The school reserves the right to exclude or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the school) on the other students in the school.

The school may require at any time the withdrawal of a student from the school at the discretion of the Director. Reasons may include matters related to the child's inability to participate in or benefit fully from the school's curriculum, social / emotional concerns that the school is unable to support with, or if there is a breach by the parents or the child. The school's decision is final.

*Please note that the balance of admission fees will not be refunded when a student is excluded or expelled from the school. Parents are informed that admission fees are not refundable when their child is enrolled.*

#### **4.13 Parental Consent**

Due to the practicalities of having a large number of students on roll, the school assumes implied consent in some areas. This includes:

- Parents support the school's onsite medical provision, details of which are outlined in the [Dyatmika Medical Policy](#).
- In case of a medical emergency, where neither parent can be contacted to give consent, the parents authorise the Director to authorise the medical examination of the child by a registered doctor, or send the child to a clinic / medical centre and the parents agree to indemnify the school fully.
- As part of their day-to-day learning, students may need to use the school's IT infrastructure to access emails, use apps, and access the Internet. The school teaches students about responsible use and online safeguarding and expects students to follow our common sense rules for safe and ethical use.
- The school may take photographs, images, recordings of students or their work in any media. Such media will always be used responsibly for whatever purpose as the school shall deem fit, including without limitation, promotional





materials such as the website of the school. The school always behaves in a responsible manner and follows strict Child Protection procedures. The school will never disclose full identities or personal details of students.

- Parents have read and agree to all content contained within the Parent Handbook which is available for download on the school website, and via Engage.
- Parents agree that the school shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain at any time either within the school premises, authorised field trips or elsewhere, which is not attributable to the negligence of the school, its officers, agents or employees.

Parents are advised to contact the school directly via email if there are any concerns arising out of the statements above.

## 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	March 2018
2	Director	November 2018



3	Director	November 2022
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**Sekolah Dyatmika**  
Jalan Pucuk Bang Kesiman  
Denpasar 80237  
Bali, Indonesia

**Mailing Address:**  
P.O. Box 3509  
Denpasar 80035  
Bali, Indonesia

Tel +62 361 461 874  
info@dyatmika.org  
www.dyatmika.org



## APPENDIX A

### Fee Payment Process Chart

