Whole School Admission Policy

Our Enrollment Philosophy and Policies at Sekolah Bogor Raya, Bogor's Leading International Standard School

Admission Philosophy

Every student has an equal right to an education and an equal opportunity to enroll at Sekolah Bogor Raya. We also want to ensure that every student joining Sekolah Bogor Raya is able to thrive in our school. As a school with rigorous academic standards, our enrollment selection process is based on a number of aspects, including, but not limited to;

- English Language Ability
- Other Core Subject Ability (depending on level)
- Previous School Reports
- Willingness to join SBR and follow our rules and regulations
- Understanding on the part of the parents and student of SBR's mission, visionary's on, and educational philosophy

Creation and Purpose of this Policy

How was the Document Developed?

This policy was developed bringing together the previous policies and procedures, both written and non-written and by further discussion with the core management team.

Who are the Stakeholders in the Policy?

This policy is aimed to clarify the school's policy on language for the following stakeholders in Sekolah Bogor Raya:

1. Teachers (Playgroup, Kindergarten, Primary School, Secondary School)
2. Parents
3. Principals and Vice Principals
4. The Board of Directors
5. Government bodies and other accreditation bodies
6. Students
7. Other Sekolah Bogor Raya staff

Teachers, Middle Management, and the board of Directors will also be provided with a copy.

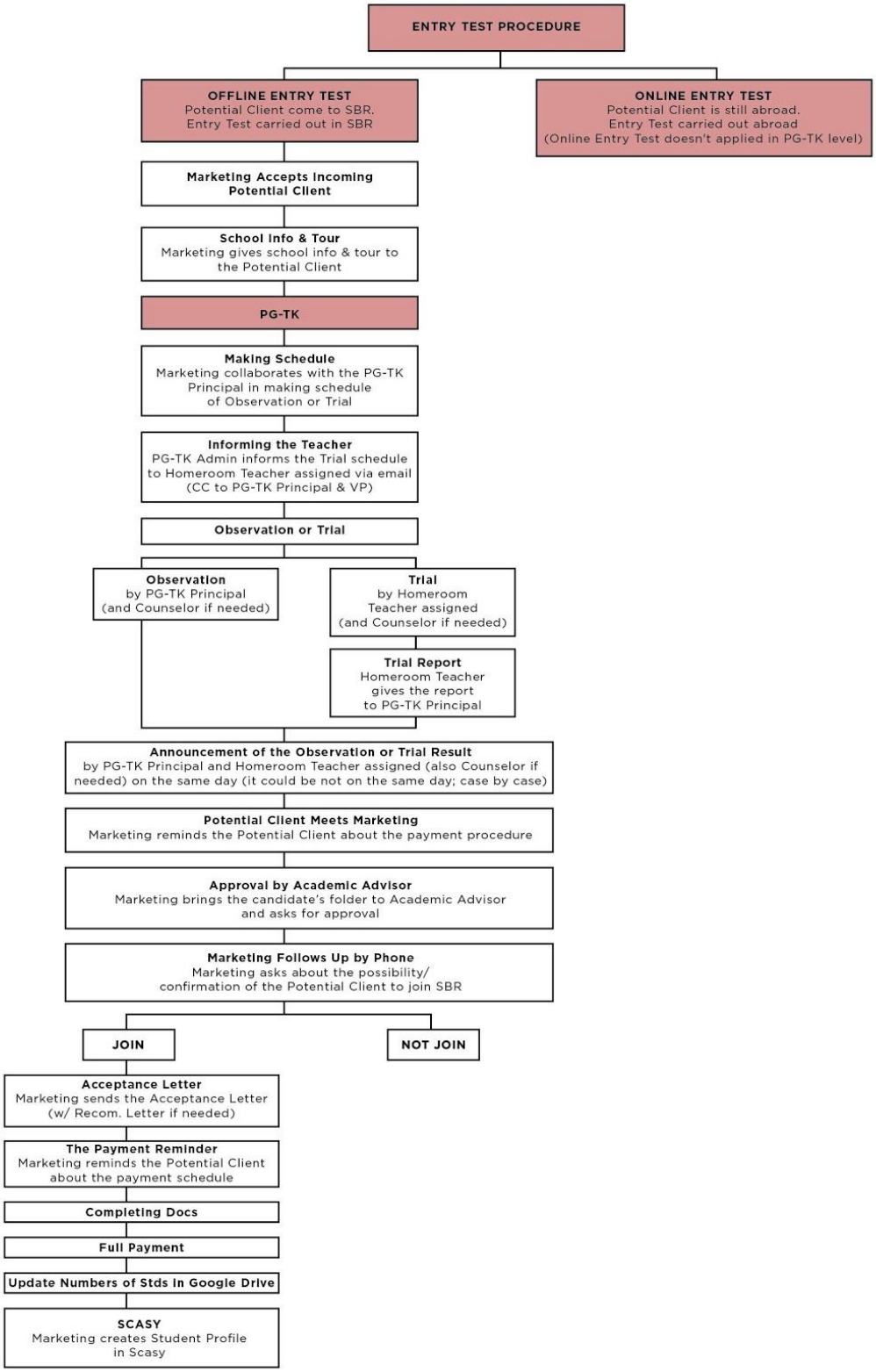
What is the Purpose of this Policy?

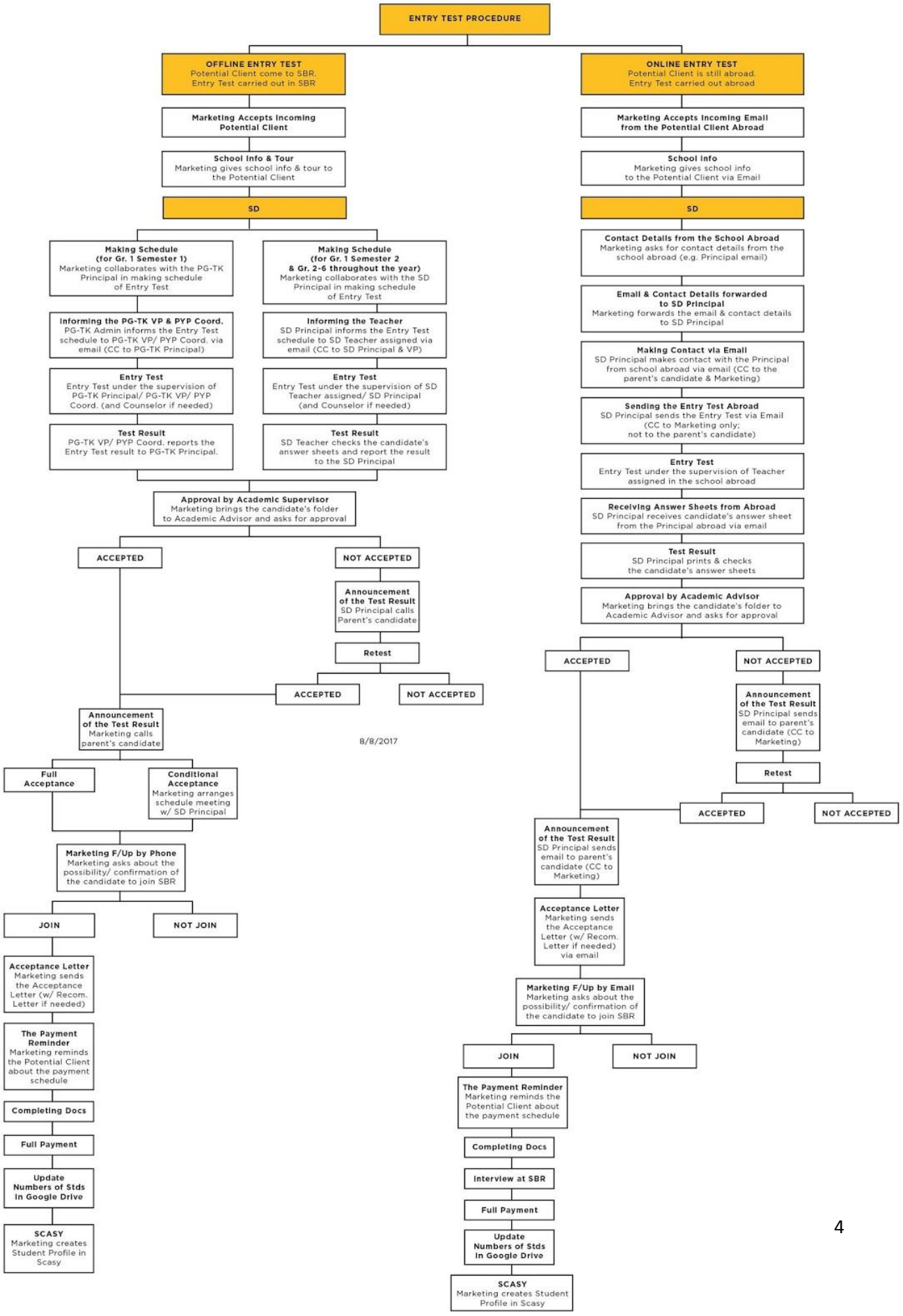
The purpose of the document is to provide a clear set of rules and helpful ideas regarding enrollment to all stakeholders in Sekolah Bogor Raya.

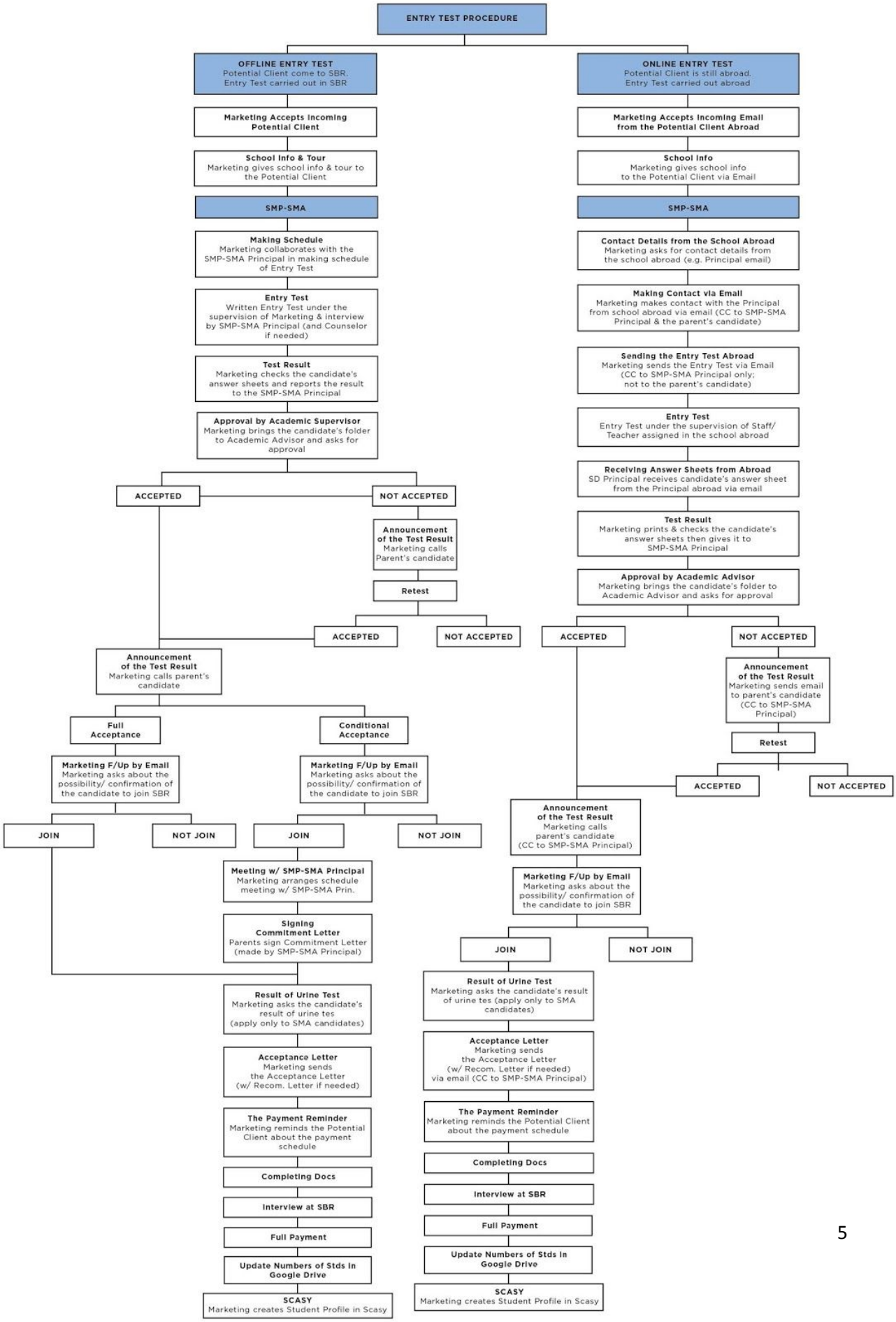
How will the Policy be reviewed?

The policy will be reviewed by a key group of internal stakeholders (the core management team) on a one yearly basis. A small team of key stakeholders will be assembled to review the implementation and effectiveness of the policy.

Admission Procedure: The admission flowchart is as follows;




ENTRY TEST PROCEDURE
OFFLINE ENTRY TEST
Potential Client come to SBR.
Entry Test carried out in SBR
ONLINE ENTRY TEST
Potential Client is still abroad.
Entry Test carried out abroad
Marketing Accepts Incoming Potential Client
School Info & Tour
Marketing gives school info & tour to the Potential Client
SD
Making Schedule (for Gr. 1 Semester 1)
Marketing collaborates with the PG-TK Principal in making schedule of Entry Test
Making Schedule (for Gr. 1 Semester 2 & Gr. 2-6 throughout the year)
Marketing collaborates with the SD Principal in making schedule of Entry Test
Informing the PG-TK VP & PYP Coord.
PG-TK Admin informs the Entry Test schedule to PG-TK VP/ PYP Coord. via email (CC to PG-TK Principal)
Informing the Teacher
SD Principal informs the Entry Test schedule to SD Teacher assigned via email (CC to SD Principal & VP)
Entry Test
Entry Test under the supervision of PG-TK Principal/ PG-TK VP/ PYP Coord. (and Counselor if needed)
Entry Test
Entry Test under the supervision of SD Teacher assigned/ SD Principal (and Counselor if needed)
Test Result
PG-TK VP/ PYP Coord. reports the Entry Test result to PG-TK Principal.
Test Result
SD Teacher checks the candidate's answer sheets and report the result to the SD Principal
Approval by Academic Supervisor
Marketing brings the candidate's folder to Academic Advisor and asks for approval
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
SD Principal calls Parent's candidate
Retest
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
Marketing calls parent's candidate
Full Acceptance
Conditional Acceptance
Marketing arranges schedule meeting w/ SD Principal
Marketing F/Up by Phone
Marketing asks about the possibility/ confirmation of the candidate to join SBR
JOIN
NOT JOIN
Acceptance Letter
Marketing sends the Acceptance Letter (w/ Recom. Letter if needed)
The Payment Reminder
Marketing reminds the Potential Client about the payment schedule
Completing Docs
Full Payment
Update Numbers of Stds in Google Drive
SCASY
Marketing creates Student Profile in Scasy
8/8/2017
Marketing Accepts Incoming Email from the Potential Client Abroad
School Info
Marketing gives school info to the Potential Client via Email
SD
Contact Details from the School Abroad
Marketing asks for contact details from the school abroad (e.g. Principal email)
Email & Contact Details forwarded to SD Principal
Marketing forwards the email & contact details to SD Principal
Making Contact via Email
SD Principal makes contact with the Principal from school abroad via email (CC to the parent's candidate & Marketing)
Sending the Entry Test Abroad
SD Principal sends the Entry Test via Email (CC to Marketing only; not to the parent's candidate)
Entry Test
Entry Test under the supervision of Teacher assigned in the school abroad
Receiving Answer Sheets from Abroad
SD Principal receives candidate's answer sheet from the Principal abroad via email
Test Result
SD Principal prints & checks the candidate's answer sheets
Approval by Academic Advisor
Marketing brings the candidate's folder to Academic Advisor and asks for approval
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
SD Principal sends email to parent's candidate (CC to Marketing)
Retest
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
SD Principal sends email to parent's candidate (CC to Marketing)
Acceptance Letter
Marketing sends the Acceptance Letter (w/ Recom. Letter if needed) via email
Marketing F/Up by Email
Marketing asks about the possibility/ confirmation of the candidate to join SBR
JOIN
NOT JOIN
The Payment Reminder
Marketing reminds the Potential Client about the payment schedule
Completing Docs
Interview at SBR
Full Payment
Update Numbers of Stds in Google Drive
SCASY
Marketing creates Student Profile in Scasy


ENTRY TEST PROCEDURE
OFFLINE ENTRY TEST
Potential Client come to SBR.
Entry Test carried out in SBR
ONLINE ENTRY TEST
Potential Client is still abroad.
Entry Test carried out abroad
Marketing Accepts Incoming Potential Client
School Info & Tour
Marketing gives school info & tour to the Potential Client
SMP-SMA
Making Schedule
Marketing collaborates with the SMP-SMA Principal in making schedule of Entry Test
Entry Test
Written Entry Test under the supervision of Marketing & interview by SMP-SMA Principal (and Counselor if needed)
Test Result
Marketing checks the candidate's answer sheets and reports the result to the SMP-SMA Principal
Approval by Academic Supervisor
Marketing brings the candidate's folder to Academic Advisor and asks for approval
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
Marketing calls Parent's candidate
Retest
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
Marketing calls parent's candidate
Full Acceptance
Conditional Acceptance
Marketing F/Up by Email
Marketing asks about the possibility/ confirmation of the candidate to join SBR
Marketing F/Up by Email
Marketing asks about the possibility/ confirmation of the candidate to join SBR
JOIN
NOT JOIN
JOIN
NOT JOIN
Meeting w/ SMP-SMA Principal
Marketing arranges schedule meeting w/ SMP-SMA Prin.
Signing Commitment Letter
Parents sign Commitment Letter (made by SMP-SMA Principal)
Result of Urine Test
Marketing asks the candidate's result of urine tes (apply only to SMA candidates)
Acceptance Letter
Marketing sends the Acceptance Letter (w/ Recom. Letter if needed)
The Payment Reminder
Marketing reminds the Potential Client about the payment schedule
Completing Docs
Interview at SBR
Full Payment
Update Numbers of Stds in Google Drive
SCASY
Marketing creates Student Profile in Scasy
Marketing Accepts Incoming Email from the Potential Client Abroad
School Info
Marketing gives school info to the Potential Client via Email
SMP-SMA
Contact Details from the School Abroad
Marketing asks for contact details from the school abroad (e.g. Principal email)
Making Contact via Email
Marketing makes contact with the Principal from school abroad via email (CC to SMP-SMA Principal & the parent's candidate)
Sending the Entry Test Abroad
Marketing sends the Entry Test via Email (CC to SMP-SMA Principal only; not to the parent's candidate)
Entry Test
Entry Test under the supervision of Staff/ Teacher assigned in the school abroad
Receiving Answer Sheets from Abroad
SD Principal receives candidate's answer sheet from the Principal abroad via email
Test Result
Marketing prints & checks the candidate's answer sheets then gives it to SMP-SMA Principal
Approval by Academic Advisor
Marketing brings the candidate's folder to Academic Advisor and asks for approval
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
Marketing sends email to parent's candidate (CC to SMP-SMA Principal)
Retest
ACCEPTED
NOT ACCEPTED
Announcement of the Test Result
Marketing calls parent's candidate (CC to SMP-SMA Principal)
Marketing F/Up by Email
Marketing asks about the possibility/ confirmation of the candidate to join SBR
JOIN
NOT JOIN
Result of Urine Test
Marketing asks the candidate's result of urine tes (apply only to SMA candidates)
Acceptance Letter
Marketing sends the Acceptance Letter (w/ Recom. Letter if needed) via email (CC to SMP-SMA Principal)
The Payment Reminder
Marketing reminds the Potential Client about the payment schedule
Completing Docs
Interview at SBR
Full Payment
Update Numbers of Stds in Google Drive
SCASY
Marketing creates Student Profile in Scasy

The key active staff in this procedure are as follows;

Marketing/Admissions Staff: Responsible for first contact with the client, explaining key selling points, gaining contact details, informing parents about acceptance or otherwise, arranging retests, liaising with general admin to ensure that all the "New Student" checklist is completed, inputting student data in full on Scasy.

Principals: Assigning teachers for entry tests/trials as necessary, double checking the entry test for accurate grading and fairness, ensuring that timely test result information is passed on to the Marketing/Admissions department.

Teachers: Assigned by Principals as required to conduct entry tests. They may be required to make recommendations for required areas of development before the student joins Sekolah Bogor Raya.

Counselors: May be called in to review a case where the classroom teachers or principal suspect that the student may have an academic, social, or emotional difficulty and to assess whether it is a difficulty that can be best served by support at Sekolah Bogor Raya.

Academic Advisor: Responsible for reviewing the pass/fail decision before it is informed to the parents and making a final decision on acceptance/retest.

Types of Acceptance

There are a number of different levels of acceptance for new students at the school. These levels are based on the abilities demonstrated during the entry test;

Accepted: The student meets our requirements and is ready to start either immediately or at the start of the school year.

Conditional Acceptance: The student is close to meeting our entry level, and with additional tutoring will be able to do so. This student follows most of the normal acceptance criteria, and is expected to pay the facility fee to secure a seat, but is provided with a list of criteria that will need to be addressed before the student starts school.

Retest: The student is required to do a second entry test or trial to ensure within a maximum of one month of the original test, to see if they are able to achieve our standards.

Diploma Programme-specific procedure

To give students the best chance of benefiting from the diploma, and to ensure successful completion of the programme, there are some requirements that DP candidates should fulfill. The detail information is stated below:

Internal candidates

- All grade 10 students will undergo IGCSE Mock Test 1 and 2 for the IGCSE offered examinations with the following subjects:
  1. English as a Second Language
  2. Bahasa Indonesia
  3. Mathematics
  4. Biology
  5. Chemistry
  6. Physics
  7. Information and Communication Technology
  8. Arts & Design or Music
  9. Global Perspectives
  10. Geography
  11. Business Studies

  The results of the mock tests will be used for:

Mock Test 1	Mock Test 2
● Registration for actual IGCSE examinations (school does not offer Geography and Business Studies currently) ● Term 3 project grades	● IGCSE forecast grades ● Term 4 project grades ● IB Diploma Program final subject selection

- Students who do not achieve the expected requirements for each subject may be asked to do a **supplementary exam** in at most THREE subjects to reach the expected required grade.
- Expected requirements for each subject can be seen in Table 1.

Conditional Acceptance to Diploma Program

Conditional acceptance is a condition where a student's score does not meet the requirements in the Supplementary Exams. Student will be given a chance for conditional acceptance to a maximum of 2 subjects. An agreement letter will be signed by the student, parent, and DP coordinator stating that the decision made is based on student's request and they understand the consequences. If they fail to achieve the required grade in the real IGCSE results, student will need to review their subject choice.

If the school does not agree with the subject choice proposed by the student, the student will have a chance to continue with the subject and must score a DP grade of 5 for HL or 4 for SL to finally be able to continue the said subject for full IB diploma. If the student is unable to achieve the required DP grades at the end of semester 1 in year 1, student will have to register for IB certificate.

Interview (Internal and External candidates)

All applicants will be interviewed to determine their level of commitment and fluency in oral English. The purpose of the interview is also to consider the applicant's potential to succeed not only in the individual subjects but also the core components of Diploma Programme.

External candidates

- All interested students are required to take entrance tests for Mathematics and Languages. Depending on the student's first language and programme preferences, the following subjects are tested:
    - English
    - Mathematics
    - Sciences (only for those who want to take Science HL)
- One teacher recommendation from the previous school that addresses the student behaviour, attendance, motivation and self-discipline must be sent to SBR DP coordinator.
- Students must provide a school transcript of their grade 9 and 10 results.

Trial Period

Students are allowed to change maximum of 1 subject after the commencement of the program. Subject change request should be brought to the DP coordinator within the first three weeks. The request will be reviewed and accepted by the DP coordinator if the student fulfills the grade requirement.

IB Certificate

Students who complete the course of study in an IB subject are eligible to take exams for individual subject certificates. Individual subject certificates may be completed by students who struggle to perform satisfactorily. Students and parents can decide to get an IB certificate after completing year 1 of the Diploma Program. The decision will be finalized based on the recommendation from teacher, university counselor and DP coordinator in agreement with the parents and student. An agreement letter will be signed by student, parent, and the DP coordinator stating that the decision is agreed to by all parties and they understand the consequences of switching the program and will take full responsibility for the consequences.

The data that will be used to make decisions regarding subject certificate are:

- End of term 1 examination grade.
- IOA mock grades for Language subjects.
- TOK presentation grades.
- Predicted grades from the subject teacher.

Students and parents who decide to take subject certificate follows the requirements below:

- Take at least 1 subject for final DP examination.
- Not required to do the core elements (TOK, EE, CAS).
- Finish the high school program (attending all class activities and completing all assessments from the subject teacher) until the end of grade 12.
- Minimum attendance 85%.

SBR requirement to graduate from high school:

1. Report card
2. Attendance
3. School Based Examinations
4.

Transfer Candidate

- Students who transfer from other IBDP schools are welcome.
- The subjects chosen by the transfer students in the previous school should match the subjects offered at SBR.
- However all internal assessment and group 4 project documents should be well documented and signed by the IBDP coordinator of the previous school to SBR's DP Coordinator.
- The final decision for acceptance will be depending on DP coordinator and DP principal.

Table 1. Expected Requirements for each Subject offered in IB Diploma Programme

Subject	Minimum IGCSE Mock Test 2 Grade		IGCSE Subject
	SL	HL	
Group 1			
English Language & Literature A	C		ESL
Indonesian Language & Literature A	C	B	BI
Group 2			
English Language B	D	B	ESL
Indonesian Language B	D	B	BI
Group 3			
Business Management	C	B	Business Studies
Environmental System & Society	D		Biology/Geography
Group 4			
Biology	D	B	Biology
Chemistry	D	B	Chemistry
Physics	D	B	Physics
Environmental System & Society	D		Biology/Geography
Group 5			
Mathematics Analysis & Approaches	C	B	Mathematics
Mathematics Application & Interpretation	D	-	Mathematics
Group 6			
Visual Arts	C	A	Arts