

Sekolah Bogor Raya Whole School Admissions Policy

Admissions Philosophy

Sekolah Bogor Raya is committed to providing every prospective student with an equal opportunity to apply for admission. We aim to ensure that students who join our school are well positioned to thrive academically, socially, and personally within the SBR learning environment.

As a school committed to high academic standards and holistic student development, our admissions process considers a range of factors to determine each applicant's readiness and suitability for the SBR educational programme. These factors include, but are not limited to:

- English language proficiency
- Proficiency in other core subjects, depending on the grade level
- Previous school reports and academic records
- The student's willingness to join the SBR community and follow the school's rules and expectations
- The student's and parents' understanding of and alignment with SBR's mission, vision, and educational philosophy

Our admissions process is designed to support a fair and thoughtful assessment of each applicant while ensuring that SBR can provide an educational environment in which the student has the opportunity to learn, grow, and thrive.

Creation of This Policy

The purpose of this policy is to provide all stakeholders at Sekolah Bogor Raya with a clear and consistent framework of rules, guidelines, and procedures related to admissions. It aims to support a fair, transparent, and consistent admissions process across the school.

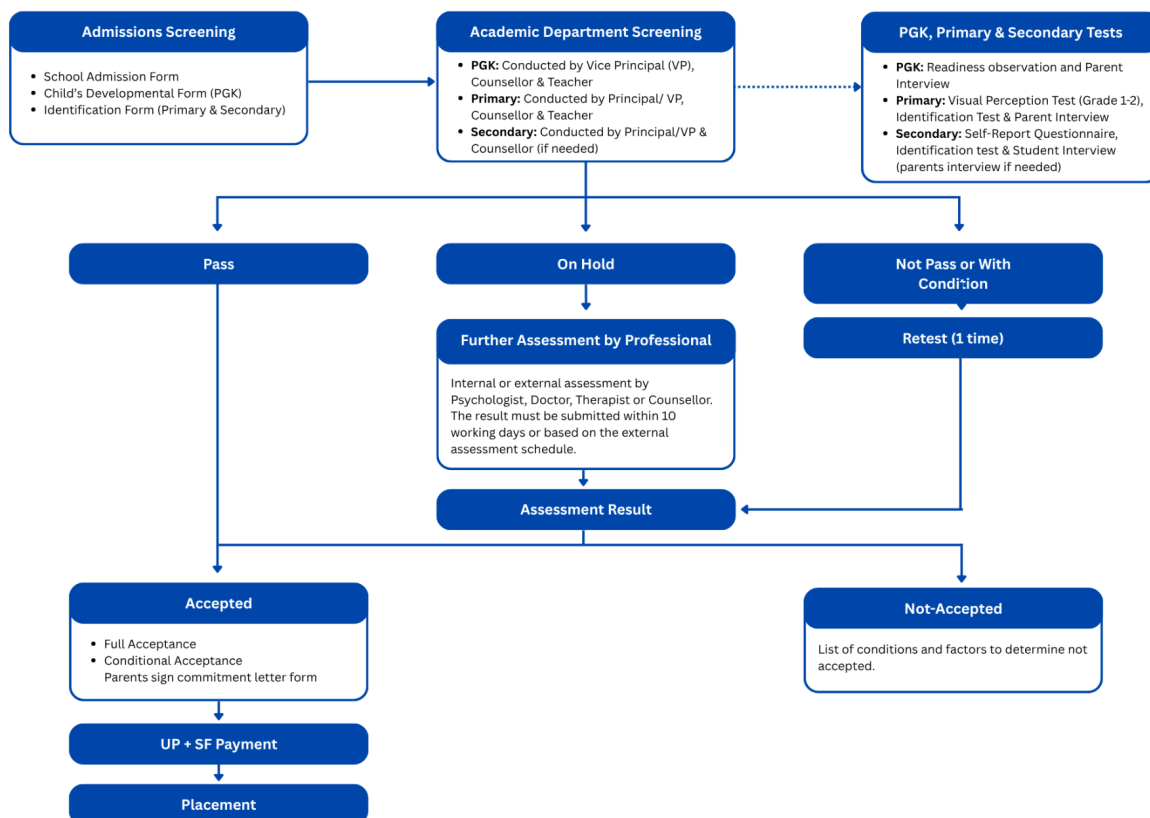
This policy will be reviewed annually by a designated group of internal stakeholders, including members of the Core Management Team. A review team comprising relevant stakeholders will assess the implementation and effectiveness of the policy and recommend any necessary revisions to ensure that it remains relevant, effective, and aligned with the school's needs and educational philosophy.

Admissions Procedure

The admissions process begins with the completion of the application form through the Admissions menu in the **SBRConnect** mobile application. The enrollment process will then proceed with the screening process, which includes the enrollment test and the final admission decision.

The flow chart is as follows;

Admissions Flowchart



School Admissions Process for New Students: Steps on SBRConnect Mobile Application

As reflected in the school's mission to foster learning environments where students can realize their personal goals and achieve their full potential, Sekolah Bogor Raya recognizes the admissions process as an important part of each student's learning journey.

Admissions to Sekolah Bogor Raya are open throughout the year, subject to availability and the school's admissions requirements. We recognize that families may relocate or experience circumstances that require flexibility in their enrollment timeline. Therefore, the school aims to provide prospective students with opportunities to join the SBR learning community at different times during the academic year.

To ensure that the admissions process is conducted consistently, fairly, and in accordance with the school's standards, Sekolah Bogor Raya has established the following steps and procedures as the primary reference for all new student admissions.

All applications for new student admission must be submitted through the Admissions menu in the SBConnect mobile application.

1. Select the appropriate school level/enrollment for the desired Academic Year.
2. Review and complete all required information in the registration form. Please make sure that all information is correct and that all fields marked with an asterisk (*) are completed.
3. Tap “Register” to submit your registration.
4. Make the registration fee payment. For new students, after completing the enrollment test and receiving the acceptance letter from Sekolah Bogor Raya, the Facility Fee can also be paid through this menu.
5. Select your preferred payment method.
6. Follow the payment instructions shown on the screen to complete the transaction.

Key Roles and Responsibilities in the Admissions Process

The key staff members involved in the admissions process and their respective responsibilities are as follows:

Marketing/Admissions Staff:

Responsible for serving as the first point of contact for prospective families, providing information about the school and its programmes, and responding to admissions-related enquiries. The Marketing/Admissions Staff are also responsible for following up with parents/guardians regarding any incomplete information submitted through the SBConnect mobile application; communicating identification test, trial, observation, and/or interview schedules; informing parents/guardians of admissions decisions; and coordinating with the relevant administrative staff to ensure that all requirements on the New Student Checklist are completed.

Principals:

Responsible for assigning themselves or other designated leaders from the relevant school level to conduct identification tests, trials, observations, and/or interviews, as required. Principals are also responsible for reviewing assessment results to ensure accuracy, consistency, and fairness, and for ensuring that admissions results and recommendations are communicated to the Marketing/Admissions Staff in a timely manner.

Teachers or Leadership Staff from the Relevant School Level:

Assigned by the Principal, as required, to conduct identification tests, trials, observations, and/or interviews. They may also provide recommendations regarding areas in which a prospective student may require further development or support before or upon joining Sekolah Bogor Raya.

Counselors:

Responsible for reviewing cases in which teachers or Principals identify concerns regarding a prospective student’s academic, social, emotional, or developmental needs. Counselors may conduct further assessment or provide professional input to determine whether the student’s needs can be appropriately supported within the resources and support systems available at Sekolah Bogor Raya.

**School Director:**

Responsible for reviewing admissions recommendations before the final decision is communicated to parents/guardians. The School Director provides final approval of admissions decisions in cases requiring further consideration, in accordance with the school's admissions policy and procedures.

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 in 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.

Not Accepted: The student doesn't meet our requirements and is not ready to start either immediately or in the school year.