

ENROLMENT FORM

Jl. Kemang Selatan I #1A. Kemang, Jakarta ☎ +62.21 718 3222

✉ admissions@nzsj.sch.id • www.nzsj.sch.id



Dear Parents,

New Zealand School Jakarta (NZSJ) extends a warm welcome to you and your children. We offer education for Early Years (Pre-School, Kindergartens 1 and 2), Primary (Grade 1-6) and Secondary School (Grade 7 - 10). Our Early Years programme begins at 18 months of age. The School has a team of qualified and experienced expatriate and Indonesian teachers who look forward to meeting and challenging your child to be the best they can be. Our teaching is conducted in English, except for our language classes.

In the Early Years, we follow the **Te Whāriki New Zealand Education Programme**, a child-initiated framework for learning and assessment. Our Primary and Secondary School also follow the **New Zealand Curriculum** supplemented by other international frameworks. Our learning programmes are child-centered with an emphasis on integration and cooperation. We will build on your child's curiosity and foster a love of learning.

We will be pleased to answer any question or queries you may have and look forward to welcoming you into our beloved New Zealand School Jakarta community.

New Zealand School Jakarta

Jakarta, Indonesia

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NZSJ ENROLMENT POLICY AND PROCEDURES

A. ENROLMENT POLICY

1. Established in 2002, the New Zealand School Jakarta (NZSJ), formerly the New Zealand Independent School (NZIS), was created to serve the educational needs of expatriate children of all nationalities residing with their families in Jakarta.
2. NZSJ applies an age-band grade placement policy to place students in the appropriate grade for their age in order to set them up for the greatest success. Please speak with our admissions team to find out which class your child fits into.
3. Because the ability to learn English is essential for academic and social success at NZSJ, the school reserves the right to restrict the admission of non-English-speaking children in a given class or grade if it is felt that additional non - English-speaking children at this grade level would be difficult to accommodate effectively.

For a student to be eligible for entry, the school administration must agree that the student has a reasonable expectation of academic and personal success within the NZSJ programme. Students must reside with their parents or legal guardians in greater Jakarta. NZSJ may deny students based on disciplinary grounds.

Notwithstanding the above the school reserves the right to refuse admission to any student at its sole discretion.

4. Application for admission must be accompanied by full citizenship documentation of the child and parent(s). For expatriate students, this documentation must include a photocopy of a valid temporary Stay Permit (KITAS) for student and both parents or Dinas visa or Diplomatic visa for student and parent(s). The original documents must be presented and verified by the Admissions Office. No other visa status will be accepted.
5. If a KITAS is in process at the time of admission, a letter from the sponsoring company (employer) is required stating that an application for the KITAS has been lodged. This letter must be in the school's files prior to the student's entrance into the school. The original KITAS must be presented within 30 days after enrolment. Holders of Diplomatic and Dinas visas only provide photocopies of the passports and the current visa pages.
6. NZSJ believes that every child learns in his or her own way. Thus, learning programmes must respond to individual needs. In this same vein, NZSJ believes in inclusive education and children with special needs will be assessed to ensure that the School can provide a tailored learning plan as required. In the child's best interests, if the School assesses that it may not have the professional and material resources to support the child adequately, the School may advise against enrolment.
7. In the case of financial delinquency, School policy prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance.

B. TERMS AND CONDITIONS

Students attending NZSJ do so under the following Terms and Conditions.

As the parent / caregiver of _____

1. I understand that the School reserves the right not to promote my child to the next Year Group if in the opinion of the School it is in his / her best interest to be retained in the current Year Group.
2. I agree that continuing enrolment at NZSJ shall be conditional - where applicable - on my child's being the holder of a valid Student Pass issued by the Education Department of Indonesia. I agree to notify the School immediately of any change in the status of Student Pass.
3. I agree that my child will be included in swimming lessons, physical education, extra-curricular activities, educational outings, and annual camp and will take full part in the whole of the School's curriculum. In the event of any injury to him / her or damage to his / her property, I absolve the School and its staff from liability.
4. Notwithstanding the above, the School and its staff shall exercise their duty of reasonable care in relation to the supervision of any student of the School.
5. I will inform the School administration office at Jl. Kemang Selatan I No. 1a immediately if my address or any contact number changes or if there are any changes to family circumstances that the School should be aware of which affect my child's safety and wellbeing..
6. In the event of any other emergency, I authorize the School to utilize the appropriate services.
7. I agree that my child shall be subject to School rules and School policy, which includes adherence to the uniform guidelines, and agree to comply with the School code of conduct.
8. I agree to and provide permission for photographic, video, audio or any other form of electronic recording of my child to be used by NZSJ. I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by NZSJ. I authorize the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of NZSJ without further acknowledgement and without being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorization, it will be my responsibility to inform NZSJ via written communication addressed to the Head of School.
9. I understand that my child will not be able to attend NZSJ without a signed Agreement from the Parent/Caregiver.
10. I agree to pay all Fees and Charges as levied on or before the due dates. If I fail to do this, I understand that the School may enforce a policy that prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance.
11. I understand that falsification or withholding of any information, including passport, stay permit, birth date, parent information, or School records (academic or behavioral) can result in denial of admission, possible dismissal, and/or possible notification to immigration authorities.
12. I understand that the School retains the right to require any documents necessary to verify the applicant's residency, parental, or citizenship status. If there is any question regarding authenticity or source of the documents presented, it is the applicant's responsibility to provide such proof as necessary to document student admissibility.

C. PROCEDURES

The NZSJ year begins in July and ends in June. Applications may be made all year round. Once we have received the application and supporting documents, we will be able to determine whether NZSJ will be a good match for your child/children. A student's application will not be processed for admission until all supporting documents have been received.

All admission criteria must be met prior to entrance into the School. Applicants in Early Years through to Grade 1 (age 2-6) need no knowledge of English to apply for admission. Applicants in Grade 2 onwards applying from non-English speaking schools, or who are not fully fluent in English, will take the English as an Additional Language (EAL) test, which measures his or her knowledge of vocabulary, reading comprehension, grammar, and writing ability.

D. REQUIREMENTS

An application to enroll your child at our School will require all of the items on the checklist below to be supplied – Note a copy for parent's reference is located further below.

#	NZSJ APPLICATION CHECKLIST	Check
1.	A completed, signed NZSJ Enrolment Application Form. (below)	
2.	Company name and contact details if the company is the one responsible for paying tuition fees	
3.	Birth certificate.	
4.	A photocopy of the first two pages of the passport of the primary guardian (father or mother) and child/children.	
5.	A photocopy of KITAS/Dinas/Diplomatic visa/KTP of the primary guardian (father or mother) and child/children.	
6.	A photocopy of Family Card or "Kartu Keluarga" (for Indonesian families).	
7.	Transcripts of the child's academic records/previous School reports.	
8.	3 recent passport-sized photographs of the child	
9.	A completed NZSJ Student Health Form and photocopy of vaccination booklet.	
10.	Completed "Data for student pick up" form and photocopy of car registration, ID of driver (KTP and driving license), ID of nanny, 2 recent photos of driver and nanny.	
11.	Payment of Rp 3.000.000 non-refundable application fee per student at the time of submission of this application.	
12.	Invoicing (please circle one) – Annual (1 time), half year (2 times), termly (4 times) (Please ask Admissions Office for tuition discount policies.)	

E. REQUIRED PROCEDURES BEFORE CHILD STARTS CLASSES

1. Payment of the applicable Annual Development Levy (ADL). Note: The ADL is not refundable at any time.
2. Transfer of tuition fees as per the School's invoice, with a photocopy of the transfer order sent to the School.
3. Purchase of the NZSJ School and P.E. Uniform.

F. REFUNDS

1. Enrollment fee and the Annual Development Levy are non-refundable.
2. Tuition fee refunds are at the discretion of the school and considered if a family decides to withdraw from NZSJ and relocate to another country.
3. Other cases of hardship will be considered as required.

G. DECLARATION AND AGREEMENT

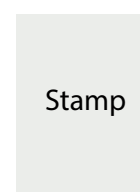
Date: _____

I, _____, have read and understood the provisions contained herein and agree to the policy, procedures, terms and conditions stated with regard to my child's admission at the New Zealand School (NZSJ).

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

Signature: Parent / Guardian
Signature

Witness:
Signature



Name

Name

NZSJ ENROLMENT FORM

STUDENT DETAILS (AS IN PASSPORT)



Family Name, First Name Middle Name(s) Preferred Name

Gender

- Male
 Female

Date of Birth (dd/mm/yyyy) Country of Birth Nationality (ies)

Passport Country KTP / Passport Number KITAS Number Passport Expiry Date

(In the case of more than one passport:)

Passport Country KTP / Passport Number KITAS Number Passport Expiry Date

Siblings(s) Details: Grade Level:

Religion: _____

DATA

How long have resided in Indonesia

- Less than 6 months 6 to 12 months
 More than 12 months Not residing in Indonesia

How did you hear about NZS? (Please tick all that apply.)

- Webpage: _____
 Print publication: (which?) _____
 Flyers / Brochure: (where?) _____
 Online Advertisement: (where?) _____
 Social Media: (FB, IG, other?) _____
 Company Recommendation: (which company?) _____
 Personal Recommendation: (from whom?) _____
 Relocation/Housing Agent: (from whom?) _____
 Passing By: _____
 Other: _____

What factors have contributed to your decision to enroll your child at NZS ?

- Curriculum Recommendation Admissions Reception
 Reputation Specific Programme Location
 Others: _____

FAMILY INFORMATION

With whom will the student reside in Indonesia?

Father Mother Both Parents Legal Guardian

Father's Details:

Family Name, First Name *(as in passport)*

Indonesia Home Address:
(All correspondence will be sent to this address)

Overseas Home Address

Passport Number

Passport Country

Passport Expiry Date

Telephone Number *(Overseas)*

Telephone Number *(Indonesia)*

Mobile Number *(Overseas)*

Mobile Number *(Indonesia)*

Email *(for school communications)*

Father's Employment Details:

Occupation

Company Name

Industry

Telephone *(Office)*

Mother's Details:

Family Name, First Name *(as in passport)*

Indonesia Home Address:
(All correspondence will be sent to this address)

Overseas Home Address

Passport Number

Passport Country

Passport Expiry Date

Telephone Number *(Overseas)*

Telephone Number *(Indonesia)*

Mobile Number *(Overseas)*

Mobile Number *(Indonesia)*

Email *(for school communications)*

Mother's Employment Details:

Occupation

Company Name

Industry

Telephone *(Office)*

EMERGENCY CONTACT DETAILS

In case of emergency, please contact:

Name

Home / Office Telephone Number

Relationship to Student

Mobile Number

LEGAL GUARDIAN

This section need only be completed if the student has a legal guardian - Please note that deeds must be produced to verify guardianship status.

Legal Guardian's Personal Details:

Family Name, First Name *(as in passport)*

Indonesia Home Address:
(All correspondence will be sent to this address)

Overseas Home Address:

Passport Number

Passport Country

Passport Expiry Date

Telephone Number *(Overseas)*

Telephone Number *(Indonesia)*

Mobile Number *(Overseas)*

Mobile Number *(Indonesia)*

Email *(for school communications)*

Legal Guardian's Employment Details:

Occupation

Company Name

Telephone *(Office)*

Legal Guardian's Personal Details:

Family Name, First Name *(as in passport)*

Indonesia Home Address:
(All correspondence will be sent to this address)

Overseas Home Address:

Passport Number

Passport Country

Passport Expiry Date

Telephone Number *(Overseas)*

Telephone Number *(Indonesia)*

Mobile Number *(Overseas)*

Mobile Number *(Indonesia)*

Email *(for school communications)*

Legal Guardian's Employment Details:

Occupation

Company Name

Telephone *(Office)*

BILLING

Company Name

Attention to

Phone / Fax

Address

Address

Email

HEALTH & SAFETY

Health and Safety

Please submit all medical reports concerning any health conditions the student has.

Does your child have any medical conditions or allergies that may affect his/her ability to participate in the classroom or in sports? Yes* No

*Please state the nature of the condition(s) below:

Does your child require any medication? Yes* No

*Please list details of the medication below :

General Health

Are there issues we should be aware of relating to your child?

Yes No

General Health

Yes No

Eyesight

Yes No

Hearing

Yes No

Food Allergies

Yes No

Please explain:

STUDENT'S EDUCATIONAL DETAILS

Years Completed in an Educational Setting: _____

Name, Country of Schools Attended	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Highest Grade Completed	Language of Instruction
School that Student is Currently Attending:				
Previous School:				
Past School:				
Past School:				

Contact Details for the Most Recent School Attended:

School Name : _____

Contact Person : _____

Position : _____

Email : _____

Phone : _____

Why is your child leaving his / her current education setting?

STUDENT INFORMATION

Please Share your Child's Development and School Progress with Us Academics

(Please select where applicable and submit all pertaining documents)

Has your child have or ever been assessed with learning difficulties

Yes* No

*Nature of difficulty:

Has your child ever benefited from academic support or received remedial help?

Yes* No

*Nature of support or remedial help:

Has your child ever been assessed as gifted / talented :

Yes* No

*Nature of behaviour :

Others (please specify) :

Please include any other comments / information that will enable teachers to understand your child better:

STUDENT INFORMATION - EARLY YEARS

Early Years Information

Were there any complications with your child's birth?

Yes No

Were there any significant health issues in your child's first years of life?

Yes No

Did your child have difficulty acquiring a dominant hand?

Yes No

Left Handed Right Handed Undecided

Does your child have difficulty with general coordination, balance and physical skills?

Yes No

Does your child ever have difficulty with attention / concentration?

Yes No

Has your child ever been seen by an outside agency?

Yes No

(For example: psychologist, speech pathologist, counselor, occupational therapist)

If yes to any of the above, please provide details:

Were there any Areas of Concern about your Child's Development?

Toilet Training

Yes No

Crawling / Walking

Yes No

Gross Motor Skills

Yes No

Fine Motor Skills

Yes No

Listening / Speaking

Yes No

Social Skills

Yes No

Emotional Maturity

Yes No

If yes to any of the above, please provide details

STUDENT INFORMATION

Has your child received additional help in the following areas?

Social Yes No Emotional Yes No Behavioural Yes No

If yes, please provide details:

Has your child ever been suspended or asked to leave a school?

*If yes, please provide details:

*Yes No

How does your child feel about moving to NZSJ?

Please tick the box that best describes your child.

	Excellent	Good	Satisfactory	Poor
Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Musical Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artistic Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Spoken English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work in Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What do you see as your child's strengths?

What do you see as your child's growth areas (*focus areas for improvements*)?

In which country is your child most likely to study at University / College in the future?

Any other information which may be of use with helping us to get to know your child better (*i.e. family circumstances, special talents / achievements, health, well being, etc.*)

Language

What is your child's first / native language? _____

Second Language: _____

English Proficiency (*non-native English speakers only*):

Native High Medium Low

If your child's first / native language not English, how long has your child been learning English?

Which language is spoken at home (*if more than one, please list*) ?

In which other language(s) is your child proficient?

Previous countries of residence:

Has your child experienced any difficulty in acquiring language or vocabulary?

Yes No

Has your child ever studied a language other than English at school?

Yes No

Does your child received additional support with his / her first language?

Yes No

If yes to any of the above, please provide details:

All Languages Studied (including mother tongue)	Where? (country)	How long?	Type of Program

Additional Comments:

STUDENT PICKUP FORM

Dear Parents,

We will provide you with a sticker for display on your car windshield or on a card on the dashboard, once you complete this form giving information about who is authorized to collect your child(ren) from School.

Student's name	
Class	
Parent's name	
Driver's Name	
Driver's HP Number	
Vehicle Type & Car Registration	
Nanny's Name	
Nanny's HP Number	
Relative's Name & Relation	
Relative's HP Number	

Notes:

- Please attach 2 recent photographs of the driver and nanny and a copy of their ID Card and/or Driving License.
- Please inform the School immediately if there are changes to the above information.
- Should you have more than 2 details for each point, please add to the list.

Requested by,

Signature: _____ (Parent/Guardian) Date: _____

STUDENT'S HEALTH RECORD

Child's Surname	
First Name	
Date of Birth	
Home Address	
Phone	
Mother (Name)	
Phone	
Father (Name)	
Phone	

EMERGENCY CONTACT DURING THE DAY

Name:	
Relationship:	
Phone:	
Family Doktor:	
Clinic / Hospital	
Phone:	

HAS HE / SHE HAD THE FOLLOWING VACCINATIONS?

	YES / NO	YEAR
Hepatitis B		
Measles, Mumps Rubella		
Polio		
Tetanus		
HiB		
MenzB		
T.B		

HAS THIS STUDENT EVER SUFFERED FROM ANY OF THE FOLLOWING? (YES / NO)	SEVERITY (Mild/Moderate/Severe)	MEDICATION	ACTION PLAN
Asthma			
Diabetes			
Allergy			
ADHD / ADD			
Epilepsy			
Past head injury			
Hepatitis B			
Rheumatic fever			
Other medical conditions			
Please give details			

IN CASE OF ACCIDENT OR EMERGENCY

- In the event of any medical emergency, the School will attempt to contact the parents or guardians. If the School is unable to contact either of the above parents/guardians or if the accident is serious, the School is authorized to seek medical attention for the child from the nearest available qualified medical practitioner or hospital.
- In the event of (1) above, I give permission for the School to make arrangements as are deemed necessary for the treatment of my child and the School and its staff shall not be held responsible for the results of medical treatment administered to the child and any expenses incurred shall be chargeable to the parent.
- I give permission for my child to receive appropriate treatment when necessary, and for the School to administer non-prescription medicines, i.e. Paracetamol, throat lozenges, etc. on occasions deemed necessary, unless my child is allergic.

Date: _____

Signature: _____ (Parent / Guardian)

APPLICATION CHECKLIST (PARENT'S REFERENCE COPY)

An application to enroll your child at our school will require all of the items on the checklist below to be supplied.

#	NZSJ APPLICATION CHECKLIST (ADMIN)	Check
1.	A completed, signed NZSJ Enrolment Application Form (below)	
2.	Company name and contact details if the company is the one responsible for paying tuition fees.	
3.	Birth certificate.	
4.	A photocopy of the first two pages of the passport of the primary guardian (father or mother) and child/children.	
5.	A photocopy of KITAS/Dinas/Diplomatic visa/KTP of the primary guardian (father or mother) and child/children.	
6.	A photocopy of Family Card or "Kartu Keluarga" (for Indonesian families).	
7.	Transcripts of the child's academic records/previous School reports.	
8.	3 recent passport-sized photographs of the child.	
9.	A completed NZSJ Student Health Form and photocopy of vaccination booklet.	
10.	Completed "Data for student pick up" form and photocopy of car registration, ID of driver (KTP and driving license), ID of nanny, 2 recent photos of driver and nanny.	
11.	Payment of Rp 3.000.000 non-refundable application fee per student at the time of submission of this application.	
12.	Invoicing (please circle one) – Annual (1 time), half year (2 times), termly (4 times) (Please ask Admissions Office for tuition discount policies.)	

Parents, please maintain this application checklist to be sure that all required documents are submitted.

NOTE:

- Submission of this application does not guarantee admission into the School.
- Incomplete information may delay the application process.