



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

# Admission Policy

## 2026-2027

Ref. No.: ADM-001-2025v1

## Table of Contents

1.	Year Group Placement.....	3
2.	Admissions Process.....	3
2.1.	Enquire and Book a Visit.....	3
2.2.	Application Form and Required Documents Submission .....	4
2.2.1.	Indonesian Pupils.....	4
2.2.2.	Foreign Pupils.....	4
2.3.	Assessment Process.....	5
2.4.	Review .....	5
2.5.	Decision Notification.....	5
2.6.	Enrolment Confirmation .....	5
3.	Priority and Placement.....	5
4.	Language & Learning Support .....	6
5.	Fees and Payments .....	6
6.	Guardianship & Health .....	6
7.	Re-Enrolment .....	6
8.	Withdrawal.....	6
8.1.	Withdrawal of Application.....	6
8.2.	Withdrawal of Accepted Place (Before School Starts) .....	6
8.3.	Withdrawal after Classes Begin .....	7
8.4.	Exit Process .....	7
9.	Falsification of Information.....	7
10.	Data Protection.....	7
11.	Policy Review and Governance .....	8
12.	Contact Information.....	8



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

Wellington College International School Jakarta (WCIJ) warmly welcomes applications from families who embrace our values of Kindness, Courage, Respect, Integrity, and Responsibility. Our aim is to admit pupils who will flourish—academically, socially, and personally—within our English-speaking, international community.

## 1. Year Group Placement

To help determine the most suitable entry point for your child, please refer to our Year Group Placement Guide for the Academic Year 2026–2027.

Stage	Age	WCIJ/UK	US	Indonesia
Early Years Foundation Stage	3+	Nursery	Pre-School	KB
	4+	Reception	Pre-School	TK A
Key Stage 1	5+	Year 1	Kindergarten	TK B
	6+	Year 2	Grade 1	SD 1
Key Stage 2	7+	Year 3	Grade 2	SD 2

In exceptional circumstances, and always with the child's best interests at heart, the Head of School may approve placement outside the standard age group.

## 2. Admissions Process



### 1. Enquire

Begin your Wellington journey. Our Admissions Team will be pleased to guide you through our curriculum, facilities, community, and values.



### 2. Apply

Complete the online application form, upload the required documents, and settle the non-refundable application fee.



### 3. Assessment

Your child will complete age-appropriate assessments to help us understand how they learn best and ensure the right alignment with Wellington's approach.



### 4. Review

Our Admissions Committee carefully considers each application, ensuring the best fit for every child and the balance of our school community.



### 5. Decision

Successful applicants receive an Offer Letter confirming placement details and outlining the next steps in joining Wellington.



### 6. Enroll

Secure your child's place by returning the signed Place Acceptance Form and paying the enrolment fee to confirm enrolment.

### 2.1. Enquire and Book a Visit

We warmly encourage families to visit our campus, attend an Open Day, or arrange a personal information session. These opportunities provide valuable insight into our educational approach, facilities, and community.



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

## 2.2. Application Form and Required Documents Submission

Applications are submitted online via our website. The completed form should be accompanied by the following in digital format (e.g. PDF, JPEG), together with a non-refundable application fee:

- Clear and legible copies of all required documents
- Certified English translations, where originals are in another language.

### 2.2.1. Indonesian Pupils

No.	Document	File Format
1	<b>Child's Birth Certificate</b> Scan of the original birth certificate issued by the Indonesian Civil Registry Service Office (DISDUKCAPIL) and any documents regarding name changes, issued by the government office (if any). Birth certificate from hospital is not acceptable. Foreign-born Indonesian citizens must include a scan of the Surat Keterangan Pencatatan Kelahiran WNI from the Embassy or Consulate General of the Republic of Indonesia in the country of birth or Surat Keterangan Pelaporan Kelahiran Luar Negeri from the Civil Registry Service Office (DISDUKCAPIL).	PDF
2	<b>Child and Both Parents' IDs</b> Scan of the child's original Kartu Identitas Anak (KIA) and both parents' original Kartu Tanda Penduduk (KTP).	PDF
3	<b>Family Registration Card</b> Scan of the original Kartu Keluarga (KK) containing the registered child's data.	PDF
4	<b>Child and Both Parents' photographs</b> 3x4 coloured photographs with a white background, taken within the last 6 months.	JPG
5	<b>Reports from Previous School(s)</b> If the pupil has had previous education.	PDF
6	<b>Child's Vaccination/Immunisation Record</b> Scan of child's original vaccination/immunisation record.	PDF

### 2.2.2. Foreign Pupils

No.	Document	File Format
1	<b>Child's Birth Certificate</b> Scan of the original birth certificate issued by the competent authority in the country of birth.	PDF
2	<b>Child and Both Parents' Passports</b> Scan of child and both parents' original passports with a minimum of 18 months validity.	PDF
3	<b>Child and Both Parents' Stay Permit (KITAS/KITAP)</b> Scan of child and both parents' valid Stay Permit (KITAS/KITAP). If this document is not yet available, please provide it when you have it.	PDF
4	<b>Child and Both Parents' Temporary Residence Certificates</b> Scan of the child and both parents' original Temporary Residence Certificates (SKTT).	PDF



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

5	<b>Child and Both Parents' photographs</b> 3x4 coloured photographs with a white background, taken within the last 6 months.	JPG
6	<b>Reports from Previous School(s)</b> If the pupil has had previous education.	PDF
7	<b>Child's Vaccination/Immunisation Record</b> Scan of child's original vaccination/immunisation record.	PDF

### 2.3. Assessment Process

Applicants will be invited to undertake age-appropriate assessments. These may include standardised diagnostic tools such as CAT4 (or equivalent) and language placement assessments such as Oxford (or equivalent).

### 2.4. Review

The Admissions Committee carefully considers assessment results, school reports, availability of places, and any declared special educational needs. This stage ensures that WCIJ is well positioned to support the child's learning journey and that there is a strong alignment between the pupil's needs and our educational environment.

### 2.5. Decision Notification

Families are generally informed of the outcome within a few working days, though timelines may vary depending on individual circumstances. Successful applicants will receive an Offer Letter. The Offer Letter confirms the year group of entry, enrolment year and term, and any specific conditions of admission.

Please note that meeting the admissions criteria does not in itself guarantee an offer, as final decisions take into account year group balance and the availability of spaces.

### 2.6. Enrolment Confirmation

To secure a place, families are asked to return the signed acceptance forms and pay the non-refundable enrolment fee by the stated deadline. Joining instructions and further guidance will then be provided to ensure a smooth and confident start at WCIJ.

## 3. Priority and Placement

While all applications are assessed on their individual merit, priority may be given to:

- Siblings of current pupils
- Returning pupils or those with prior Wellington affiliation
- Children of current WCIJ staff



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

All applicants are expected to meet the school's admissions criteria. Final placement decisions rest with the Head of School and the Admissions Committee, whose aim is always to ensure the best interests of each child and the balance of the school community.

**4. Language & Learning Support**

- Support for **English as an Additional Language (EAL)** may be offered, subject to availability.
- Admission is subject to the availability of appropriate resources, staffing, and facilities at the time of application.
- Families are expected to provide full disclosure of any special educational needs or medical conditions during the application process, so that the school can assess how best to support each child.

**5. Fees and Payments**

- School fees are expected to be settled by the published deadlines.
- Application and enrolment fees are non-refundable.
- Full details of the fee structure are available from the Admissions Office.

**6. Guardianship & Health**

- The School generally expects pupils to reside with at least one parent within the Jakarta Metropolitan Area. In exceptional cases, alternative arrangements may be considered at the discretion of the Head of School.
- A complete vaccination record is expected as part of the enrolment process.

**7. Re-Enrolment**

Re-enrolment is reviewed on an annual basis, taking into account a pupil's attendance, academic progress, effort, behaviour, and overall compliance with school expectations.

**8. Withdrawal**

**8.1. Withdrawal of Application**

- Families may withdraw an application at any stage prior to an offer being made.
- Please note that the application fee is **non-refundable**.

**8.2. Withdrawal of Accepted Place (Before School Starts)**

- If a place has been accepted and the enrolment fee paid, but the family subsequently decides not to commence, the enrolment fee and any initial fees are **non-refundable**.
- The School reserves the right to withdraw an offer prior to the start of the academic year in cases where:
  - Fees remain unpaid
  - Essential information has been withheld or misrepresented



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

- Family values or conduct are found to be incompatible with the ethos of the School
- In such circumstances, paid fees may be forfeited.

**8.3. Withdrawal after Classes Begin**

- **Written notice of at least one full academic term** is required.
- Where less than one term's notice is given, the following term's tuition fees will remain payable in full.
- Fees are charged for the entirety of a term; partial refunds for mid-term withdrawal are not available.
- All outstanding fees must be settled before the pupil's final day at school.
- Official academic records will be prepared and released once all obligations have been met.

**8.4. Exit Process**

- Families are kindly asked to submit the signed departure form (available from the Admissions Office).
- All school property (books, devices, ID cards, sports equipment, etc.) must be returned.
- An exit interview may be offered, providing an opportunity to share feedback and discuss transition plans.
- For pupils with medical or learning needs, and with parental consent, the School may prepare a confidential handover for the receiving school to help ensure a smooth transition.

**9. Falsification of Information**

Families are expected to provide complete and accurate information throughout the admissions process. Should it be found that information has been falsified, forged, or deliberately misrepresented at any stage, the School reserves the right to:

- Withdraw an offer
- Cancel enrolment
- Require the immediate withdrawal of a pupil

Such decisions are made at the sole discretion of the School and are considered final.

**10. Data Protection**

Personal data shared with the School during the admissions process will be handled in line with applicable data protection legislation and in accordance with the School's Data Protection and Privacy Policy.



WELLINGTON COLLEGE  
INDEPENDENT SCHOOL  
JAKARTA

**11. Policy Review and Governance**

This policy is generally reviewed on an annual basis. The School may, however, introduce interim updates where appropriate, to ensure alignment with evolving best practice or changing regulatory requirements.

**12. Contact Information**

The Admissions Office is the primary point of contact for all questions and support relating to applications. Families are most welcome to reach out at any stage, and the team will be glad to assist. Where appropriate, appointments with senior staff can also be arranged.

**Admissions Office**

Wellington College Independent School Jakarta

Address: Taman Perkantoran 1 BSD City, Jl. Pahlawan Seribu, Lengkong Karya,  
Kec. Serpong Utara, Tangerang Selatan, Banten, Indonesia 15331

Email: [admissions@wellingtoncollege.sch.id](mailto:admissions@wellingtoncollege.sch.id)

WhatsApp: [+62 811-1101-148](tel:+628111101148)

Website: [www.wellingtoncollege.sch.id](http://www.wellingtoncollege.sch.id)