

Islamic Orientation
Discipline
Noble Character

PYP-MYP-HS
**ADMISSION
GUIDANCE BOOK**

Academic Year 2025 - 2026

PYP-MYP-HS ADMISSION GUIDANCE BOOK ACADEMIC YEAR 2025-2026

PYP-MYP-HS ADMISSION GUIDANCE BOOK ACADEMIC YEAR 2025-2026



**ISLAMIC VILLAGE
SCHOOL**

Nurturing Students With Islamic Values

IB WORLD SCHOOL | PYP-MYP-HS



INTRODUCTION

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Bismillahirrahmanirrahim
Assalamu'alaikum warahmatullahi wabarakatuh

Our warmest welcome to our new and first year students of Islamic Village School for the 2025/2026 Academic Year. We are so happy to have you as part of the Islamic Village School Family.

Allow us to express our gratitude to the parents/guardians who have chosen and entrusted the education of their beloved children with Islamic Village school. The trust that you have given, encourages us to continue to strive and improve the quality of our education and service quality.

With Allah blessings and the support of active participation from everyone in the school community, we believe we can continue to nurture our students to be good Indonesian muslim, knowledgeable, do-good deeds, and have noble morals.

We are fully aware that there are still many things that needs to be improved, therefore, we are always open to any criticism, ideas and constructive suggestions for the improvement and development of Islamic Village School education.

Sincerely :

**EDUCATION DIVISION OF
ISLAMIC VILLAGE FOUNDATION**



VISION & MISSION

Vision of Islamic Village School

Shaping the future by preparing every eligible students to become good Indonesian Muslims who are intellectual and live in the spirit of Da'wah.

Mission of Islamic Village School

To provide a high quality of education for our community of learners through active, life - long learning experiences and implementation of Islamic Village Three - Logy (Islamic orientation, good discipline and noble character) to their lifestyle which enables them to become an inquirer, knowledgeable and caring in creating a better, more peaceful world.

STUDENT ADMISSION PROCESS ISLAMIC VILLAGE SCHOOL (IB PROGRAMME) ACADEMIC YEAR 2025/2026



**ISLAMIC VILLAGE
SCHOOL**
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ADMISSION

Prospective students will be directed to our admission office and will be welcomed by our admission staff.

1



INFORMATION

Our admission staff will provide explanations regarding admission process and the detailed information about our school programs.

2



PROGRAM

Our IB school staff will also help to give additional information about the IB programme, and we provide school tour if needed.

6

TEST RESULT

The test results will be announced 2 weeks after you have completed all of the required tests



5

ENTRANCE TEST

Prospective students & parents/guardian will need to do the following tests:

- Student observation test
- Academic test
- Psychological test
- Students interview
- Parents interview



4

FORM

Once you have completed your payment for the registration fee, the registration form that you will need to fill out. You can request a copy of the form and the schedule when to get the form online.



3

REGISTRATION

For registration, our admission staff will get your data and you will need to make payment for the registration fee.



7

PAYMENT

Once you have received the acceptance letter, you are required to make payments for the school fees.



8

STUDENT UNIFORM

School uniform will be available after you have completed all payments and you can get the uniform from our admission office. (we only provide uniform materials, not a ready-to-wear uniform)



9



START OF ACADEMIC YEAR
JULY 09, 2025

PYP-MYP-HS
Rp. 8.000.000,-

By Transfer



Admission Policy Statement

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people, who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students to become active, compassionate and lifelong learners, who understand that other people, with their differences, can also be right.

School Mission Statement

To provide a high-quality of education for our community of learners through active, lifelong learning experiences and implementation of Islamic Village Three-Logy (Islamic orientation, good discipline, noble character) to their lifestyle which enables them to become a good Indonesian Muslim who is inquiring, knowledgeable and caring to create a better, more peaceful world.



ADMISSION PROCEDURE

General Admissions

1. Commitment Fee Rp. 8,000,000, if the student does not pass the selection then the fee is returned after deducting the registration fee of IDR 1.000.000.
2. The assessment will be carried out based on the order of registration until the quota is fulfilled.
3. Only students who pass the administrative requirements will be contacted for further processing.
4. Administrative staff will contact parents via telephone/ WhatsApp/email to manage the time of assessment and interview parents and prospective students.
5. The capacity of students in each class is arranged as follows :
 1. Pre-kindergarten = 10 persons
 2. Kindergarten 1 = 16 persons
 3. Kindergarten 2 = 20 people
 4. Grade 1 - 12 = 24 persons
5. The Quota of new students in PYP grade 1 and Grade 7 MYP is prioritized for students who have previously studied at Islamic Village School or other IB World School previous level.
6. Registration was not opened in grades 6,9 and 12 related to the National Examination.
7. Organized a trial class for prospective new students at the PYP Program to map cognitive, affective, and psychomotor abilities.

Eligibility

(as on 1st July of the academic year)



ADMISSION PROCEDURE

Grade Placement

- Primary Years Programme :

Placement is strictly determined by the age of the candidate as of 1st July in the academic year of entry: Entering Class on the basis of Age by 1st July

- 3 Years - Early Years (PG)
- 4 Years - Reception (K-1)
- 5 Years - Foundation (K-2)
- 6 Years - Grade 1
- 7 Years - Grade 2
- 8 Years - Grade 3
- 9 Years - Grade 4
- 10 Years - Grade 5
- 11 Years - Grade 6

Students come to our school from different countries with varying school calendars and enrollment practices. Our 1st July cut-off date and grade placement protocol reflects what we believe to be the most appropriate classification for the emotional and academic well-being of children attending the school. Therefore, while we recognize that some parents may wish to have their children placed in grades reflecting systems of other countries, to ensure the most appropriate learning environment for all students in the PYP Section, we rarely allow exceptions to the above grade placement protocol.

*Note: Grade 1 students are at least 5 years and 10 months old, by attaching the results of a recommendation letter from a psychologist.

- Middle Years Programme :

Grade placement for grades 7 – 10 is likewise made according to the July 1st cut-off date. The age and grade placement categories are as follows : Entering Class on the basis of Age by 1st July -

- 12 Years - Grade 7
- 13 Years - Grade 8
- 14 Years - Grade 9
- 15 Years - Grade 10

ADMISSION PROCEDURE

- Documents that must be included :

No.	Section	Documents Required
1.	Pre-K – Grade 1	<ul style="list-style-type: none"> • Fill out and complete the registration form signed by the parent/guardian. • 1 (one) copy of the birth certificate • 1 (one) copy of the family card • Copy of previous Year Academic Report • 2 photos of student background color red (size 3x4 cm and 2x3 cm) • 1 photo of each parent with red background (Father and Mother) size 3x4 cm.
2.	Grade 7 – Grade 12	<ul style="list-style-type: none"> • Fill out and complete the registration form signed by the parent/guardian. • 1 (one) Copy of Birth Certificate • 1 (one) copy of the family card • Copies of last 3 years academic records. • Original previous School Leaving/Transfer Certificate. • 2 photos of student background color red (size 3x4 cm and 2x3 cm) • 1 photo of each parent with red background (Father and Mother) size 3x4 cm.

- Language

IVS is a bilingual school in Bahasa and English.

- Criteria for Assessing prospective students

Especially for students from IB World School, this is primarily achieved by reviewing the applicant's

PYP		MYP – HS
Pre-Kindergarten - Kindergarten	Grade 1	Grade 7 & 10
Trial Class	Trial Class	Student's interview
Selection Stage	Psychological Test	
	Recommendation Letter	
		Skill competency mapping <ul style="list-style-type: none"> • Math • English • Islamic Studies
Parent Interview: <ul style="list-style-type: none"> • Moral habits • Habit of worship • Learning habits • Social environment • Financing • Commitment to cooperation • Medical Records 		

Note:

If the parents do not submit the data honestly and correctly, then the school has the right to explain the student's concerns.



ADMISSION PROCEDURE

Admissions and the Learner Profile

Principled : We will admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interests of our students and the applicant.

Balanced : We will ensure that we consider applicants from our entire community.

Open-Minded : We will ensure that we consider applicants equally, regardless of nationality, race, gender, color, persuasion, or special needs.

Caring : We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

In Place Admission Procedures

An admission inquiry appointment can be taken via the school reception. Post the enquiry, the following steps need to be followed:

- An appointment needs to be taken for interview and Placement tests.
- Tests are conducted and results are communicated to the parents on the same day.
- Pending formalities need to be completed which include: payment of balance fees, filling admission and student language profile form, signing of the necessary school documentation and submission of all relevant past academic documents.

Remote Admission Procedure

- Basic Inquiry form to be filled via the school website, or an email to be sent to the school email or to contact the number given on the school website.
- Fee structure will be shared with the parent.
- Zoom interviews will be scheduled
- Registration amount to be paid
- Pending formalities need to be completed which include: payment of balance fees, filling admission and student language profile form, signing of the necessary school documentation and submission of all relevant past academic documents.



ADMISSION PROCEDURE

Admissions Decision

- a. The Pedagogical Leadership of the school reviews all applications.
- b. Other school personnel, such as learning and language support staff, school counselors may also be involved in the review process.
- c. The school has the right to determine the final admission decision based on the results of the assessment and interview of the parents, which cannot be contested.

Announcement Of Admissions

After reviewing complete application documents and determining our space availability in addition to qualifying the tests and interviews.

- a. We will connect with parents via email notifying them of acceptance, rejection or placement in a waiting pool.
- b. Applicants accepted for admission should contact the school office by telephone or email to confirm their intention to enroll.
- c. Parents immediately make payments according to the date, virtual account number and school account number listed.
- d. Proof of valid payments to be kept if needed at any time
- e. All payments that have been made cannot be returned, cannot be transferred to other candidates and cannot be claimed for other reasons or circumstances.
- f. After the final announcement to parents, parents will make a maximum payment of 2 weeks after the announcement and uniform retrieval after payments have been paid 60 %

Waiting list

When the number of eligible applicants exceeds the availability of spaces for a particular grade in an academic year, admission applications may be placed on a waiting list until a space becomes available. When placing an application on a waiting list, we try to provide the candidate with a realistic assessment of the opportunities and possible timing for admission.

School Tour

We encourage parents considering enrollment at IVS to visit the campus while school is in session in order to tour our facilities and experience the school atmosphere first hand. During the visit they will have a chance to meet the pedagogical leadership team and the admissions staff will show them around the school. School tours need to be scheduled via an appointment through the school front desk. Although we request that families arrange to visit for the school tour at the timing arrangement, we will still do our best to accommodate visitors from overseas/outstation who are unable to abide by those timings.

HOW TO REGISTER ONLINE

- A. Fill out the registration via the Google Form link below
- B. Confirm via WhatsApp : 0877-7180-1972 if you have filled in the registration form
Attach Registration Requirements in the
- C. form of a scan of a Birth Certificate, Identity Card family (KK), and latest photo via WhatsApp : 0877 - 7180 - 1972 or via e-mail :

islamicvillageschool1972@gmail.com

**REGISTRATION
LINK :**



bit.ly/PendaftaranSekolahIslamicVillage2526

SELECTION SCHEDULE

Batch	Time Schedule	
	Test	Announcement
EB	October 05, 2024	October 19, 2024
I	November 02, 2024 December 07, 2024 January 11, 2025	November 16, 2024 December 21, 2024 January 25, 2025
II	February 01, 2025 March 01, 2025 April 12, 2025	February 15, 2025 March 15, 2025 April 26, 2025
III	May 03, 2025 May 31, 2025 June 21, 2025	May 17, 2025 June 14, 2025 July 05, 2025

Test schedule adjusted to the student registration period. The next period schedule will be implemented if quota is still available

SCHOOL TOUR SCHEDULE & PRICELIST

B. School Tour Schedule

The School Tour Program is designed for students and parents who come from other schools.

Unit	Level	Day	O'clock
Kindergarten	Pre-K	Monday-Thursday	08.00 - 11.00 WIB
	K-1	Monday-Thursday	07.30 - 11.45 WIB
	K-2	Monday-Thursday	07.30 - 12.30 WIB
Elementary	G-1	Monday-Wednesday Thursday	07.30 - 09.00 WIB
JUNIOR HIGH SCHOOL	G-7	Saturday	08.00- 11.30 WIB
SENIOR HIGH SCHOOL	G-10	Saturday	08.00- 11.30 WIB

Notes;

If parents want a school tour outside of the schedule, they can contact the school to get a schedule 3 days in advance.

C. Student Quota and PSB Price List

1. Regular Admission Price

Unit	Student Quota	SPP	PSB	Amount
Pre-K (Non-Package)	20	1,800,000	16,200,000	18,000,000
Pre-K (Package)		1,800,000	22,500,000	24,300,000
K1	29	1,950,000	18,800,000	20,750,000
K2	17	1,950,000	17,200,000	19,150,000
G1	48	3,100,000	42,500,000	45,600,000
G5	2	3,100,000	29,750,000	27,600,000
G-7 (Non-Package)	48	2,750,000	39,500,000	42,250,000
G-7 (Package)		2,750,000	69,500,000	72,250,000
G-10	72	2,750,000	37,000,000	39,750,000
G-11	6	2,750,000	29,600,000	27,750,000

For special Price and Discount See Appendix

Welcome to



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For more information :

0877-7180-1972

 @islamicvillageofficial