

# Admission System for New Students: Study of Multi Sites in Special School

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## ABSTRACT

The multi-site study stone student admission system in exceptional schools. The purpose of this study is to describe the student admission system in Special School in Sidoarjo Regency. This study uses qualitative methods, using data collection techniques in the form of interviews, observation, and documentation. Using data analysis with data reduction, data presentation and conclusion. The results show the acceptance of bar learners in Special School in Sidoarjo Regency using a new student admission system that was modified from the Educational Department technical guidelines.

**Keywords:** Admission System, New Students, Special School

## 1. INTRODUCTION

The body text starts with a standard first-level According to PP No. 17, 2010 paragraph 3 article 129, provides a description of the classification of students with special needs in the blind, visual impairment, mental retardation, speech, children with motor impairments, and due to addictive substances. Based on several disorders that are owned by children with special needs, the method and media for teaching children with special needs vary according to needs. According to [1]. Special education is education that provides relevant education to children who have special needs, tailored to each needs of children who have their own privileges. To determine the abnormalities and early abilities possessed by children with special needs before getting lessons in class, assessment activities need to be done. Assessment is a stage of gathering information and data to help someone make decisions in educational problems, [2].

Acceptance of new students is a step of an educational institution in helping the State's goal in educating the life of the nation, namely by way of managing and selecting new prospective students through the requirements and selection designed by the school. According to [3], said that acceptance of students is a stage of service and data collection on the activities of new students with various requirements determined by the school, as well as activities such as determining the capacity and determining the formation of new students. Meanwhile, according to [4] explained that the PPDB process is the

stage of service to new students if they meet the requirements.

According to [5] new student admissions are divided into 2 types, namely promotion and selection. Promotion that is acceptance of students without selection, all children who register will be accepted without rejection. Next is selection. There are 3 (three) ways of selection namely through DANEM or pure grades from students in the previous school, PMDK or based on interests and talents, and the selection held by the school. Based on the objective to capture the optimal capacity of schools by prioritizing children in each region, a zoning system is determined, this system optimizes the capacity of schools with children who live near schools with a quota of 90% of the total students accepted at school, [6].

Assessment is a screening activity or screening for children with special needs who have been identified early experiencing obstacles [7]. Namely identification to determine the ability of children owned by children to develop models, programs and media that is right for children. Assessment is an information gathering process, which uses appropriate techniques and media. [8]. The techniques and media used are (1) ratio scale, (2) interviews, (3) observations, (4) formal and informal tests, (5) clinical assessments. With the assessment as the beginning of the process before the child gets an education, the school can provide services, strategies and media that are suitable for children with the results of the assessment [9]

Based on previous research conducted by [10], [11] states that in special schools, using the promotion system and selection system, the system used uses the benchmark school capacity. In Sidoarjo Regency there are 2 Special Schools that shelter children with special needs in the Sidoarjo Regency, in 2 (two) schools using regulations or Technical Guidelines provided by the East Java Education Office, but all of these regulations and instructions can be changed and modified as needed the school. Because according to the statement from the principal, because a special school is not the same as a school in general that can refer to the same rules, so it is necessary to change or modify it to manage the activities of admission of new students in the Special School.

The purpose of this study is to describe the admission system of new students in special schools, which can be used as information on parents of children with special needs who want to know about how to send their children to school, and as information to the wider community about acceptance of students in different extraordinary schools from the admission of students in regular or public schools.

## 2. METHOD

The method used in this study uses a qualitative form of research with a multi-site study model of study. According to [12] "Qualitative research involves an interpretive and naturalist approach", which means that qualitative research methods examine events or describe interpretations or phenomena from society naturally. In this research, natural phenomena are exposed or activities for acceptance of new students. The following research took place in Sidoarjo Regency, namely SLB-B Sidoarjo Regency and SLB Putra Mandiri Lebo Sidoarjo. Data sources from this study are the principal, the teacher who is the new student admissions team and the teacher who is the assessor. The technique of collecting data uses interviews and documentation study. Interviews were conducted during school breaks during the data source, with the aim of digging up data by asking a number of questions about the PPBD system in schools, as well as some supporting documents namely technical guidelines from the Department of Education, files or bio data of new students, and also examples of assessment results. The implementation of this research took place in April to May 2020.

Analysis of the data used is to reduce data, then present the data, finally making conclusions. Data reduction is carried out after the process of taking data through the results of interviews with data sources and documentation, then the data will be sorted, focusing on important things in the focus of this study. Presentation of data from this study arranged in a description based on the results of data reduction and followed by drawing conclusions. Checking the validity of the data is done using source triangulation, after all data is done, the

triangulation process is to integrate the three data sources so that the data becomes credible or trustworthy [13].

## 3. RESULT

Through interviews and documentation, obtained results that PPDB in SLB - B Dharma Wanita Sidoarjo Regency and SLB Putra Mandiri Lebo Sidoarjo. SLB - B Dharma Wanita Sidoarjo Regency applies a zoning system, but does not refuse if there are students who come from outside the zoning, but the school also directs it first to go to a school closer to where the child lives. The PPDB schedule at SLB - B Dharma Wanita Sidoarjo Regency was opened during the new school year, but the school still accepted students who registered 1 (one) to 2 (two) months after the new school year was finished. If there are students who register at the end of the semester, they are only registered and asked to come again at the beginning of the new semester. Requirements needed for new students in SLB - B Dharma Wanita Sidoarjo Regency are age, if the child has entered school age then the child can be a student, but if the age is not sufficient then the child is asked to wait or take therapy.

SLB - B Dharma Wanita Sidoarjo Regency in getting their students to use networking, this selection is done by the principal who jumped directly based on the existence of information from relatives, regional apparatus, or the community. After the information is obtained, the school principal will go to the prospective student's children's home for questioning and an invitation to go to school. In addition, another way for schools to get new students is to use television media, all major activities carried out by the school, covered by television, according to the principal to be as a medium of information for the community, besides that there is information from parents who have students who have attended the relevant school, then provide information to their relatives or neighbours about the school. The documents that need to be prepared by parents, namely birth certificates and family cards, for students transferring from school, a certificate of transfer and a child's complete bio data. After all processes and files have been collected, the next step is assessment. The assessment process in SLB - B Dharma Wanita Sidoarjo Regency is divided into 2 namely classically and individually, based on the results of sorting the child according to ability, if the child can be independent in undergoing the assessment it will be grouped with other children who can be independent and be looked after by other teachers classically. For children who need special assistance, special assistance will be provided by individual assessors. The assessment questions focused on a number of aspects namely auditory understanding, verbal communication, orientation, behaviour, and motion. The results of the assessment are useful in determining the learning model that is suitable for prospective students.

The system used at SLB Putra Mandiri Lebo Sidoarjo is the zonation system of 3 sub districts that is sheltered, but if students register there are schools closer to where the child lives then directed to the nearest school. The schedule for admission of new students in SLB Putra Mandiri Lebo Sidoarjo is right on the new school year, but if in the middle of the semester there are students who register, it will still be accepted. Schools will accept children who have entered the age, if the child has not entered the age of the child is asked to wait. SLB Putra Mandiri Lebo Sidoarjo obtains prospective students by means of networking, selection is done by assigning teachers to enter villages to record children of school age who are not in school whether they have special needs or not, then based on the data found, the teachers come to the prospective home these students to be asked for information to parents, as well as providing input to schools. Besides that, another way is the arrival of prospective new students, partly based on information from parents who have sent their children to school, the parents inform relatives or neighbours who have children with special needs

The files that need to be prepared by parents of prospective students SLB Putra Mandiri Lebo Sidoarjo which is a family card and birth certificate, for students who come from another school transfer need a certificate of transfer, a child's complete bio data and report card. After all the files and administrative processes are finished, then the next process is assessment. Initial assessment is carried out to see the direction of the child's disability and class placement, after that the assessment will be given to the respective class teacher to see the child's development. If severe disability is found, the school determines the best alternative for children such as transfer to a school that is better able to handle, or to therapy, because if the disability is heavy and can be disruptive to other students then the learning process becomes less optimal.

#### **4. DISCUSSION**

In Sidoarjo Regency has 2 Special Schools (SLB), namely SLB-B Dharma Wanita Sidoarjo Regency and SLB Putra Mandiri Lebo Sidoarjo. Both schools have almost the same PPDB system, but each has characteristics in each school. as a whole the new student admissions system in Sidoarjo Regency is a zoning system in recruiting prospective students, this is done aimed at promoting the quota of student admissions residing near schools, [6]. However, it does not rule out the possibility of schools accepting students from outside the zoning, according to [6] which states that the zoning system can be changed or excluded to schools that carry out special education. The system used by the Special Schools in Sidoarjo Regency is the promotion system, which in [5] explains that the promotion system accepts all students without making any selection. While the

assessment process is not a selection, but to find out the prospective students' disability, the determination of class placement, and the determination of media, strategies, and appropriate learning models.

All students are accepted as long as school capacity is still adequate and has entered school age, this is in accordance with the East Java Education Office year (2018/2019). Whereas for ages exceeding the normal age of children can be accepted, because a prospective student can be accepted above the age limit in accordance with the disability owned by [6], [10], [14], [15]. The PPDB schedule is carried out during the new school year, which is July and August, for those who register outside the schedule, still accepted by the school, this is in the instructions from the East Java Provincial Education Office, but both schools in Sidoarjo Regency receive prospective students outside the schedule. There are several ways to enter Special Schools in Sidoarjo Regency, namely by selecting students, for SLB Putra Mandiri Lebo Sidoarjo to screen students by assigning teachers to record children who are of school age but not in school, while for SLB-B Dharma Wanita Regency Sidoarjo, conduct selection of students by the principal based on information from the community and regional apparatus, as for information from parents of old students at the school, then inform relatives or neighbours.

The documents that need to be prepared are birth certificates and family cards, for students who come from the transfer, it is necessary to bring a certificate, children's bio data and report cards. After all files and administrative processes are finished, the next process is assessment. Assessment is conducted to determine the right handling and learning for students, [7] Special Schools in Sidoarjo Regency use the following aspects, auditory understanding, verbal communication, orientation, behaviour, and movement. This assessment process is not as part of the selection, but the determination of classes, models, and learning strategies that fit the child's needs.

#### **5. CONCLUSION**

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Suggestions for the next researcher is to be able to develop an information system regarding the acceptance of PPDB Special Schools, which makes it easier for the community especially those with special needs children.

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