

Enrolment Procedures

Visiting the School

Whenever possible, families are strongly encouraged to make an appointment to visit the school prior to submitting an application form. Such a visit is not a requirement but can be very informative and even help to answer questions about family relocation. Families who speak neither English nor Japanese are encouraged to bring a translator with them.

Application

Admissions forms should be completed and sent to the school either as scanned e-mail attachments or as paper copies. Required forms include:

1. Application for admission and recent passport-type colour photo;
2. Health & Medical History;
3. Financial Regulations;
4. A copy of a medical examination report issued within the last year;
5. A copy of your child's immunization record;
6. A copy of a birth certificate, passport or *Koseki Tohon* (for Japanese);
7. The HIS Home Language Survey;
8. The Student Recommendation form (completed by your child's most recent teacher);
9. Previous school records;
10. Transportation Request, where applicable.

Final Grade placement is confirmed only after all application materials have been received.

Acceptance

Once all application forms have been received and the student has been accepted, the school will write to the student's parents/guardians confirming admission to the school. At the same time an invoice is sent from the Business Office for the registration fee.

Please note the following conditions

- Children entering the Early Childhood class ('EC') must be toilet-trained and be 3 years of age (4 for EC4) by 1st September.
- 'Pre-1' students must be 5 years of age by 1st September.
- Grade 1 students must be 6 years of age by 1st September.
- Grade 2 – 12 students are placed in a class commensurate with their age on evidence of successful completion of the preceding Grade or year group.

The school reserves the right to refuse admission to a student if:

- It is determined that the student would not benefit educationally from attending school;
- The student has a scholastic/behavioural record deemed unsuitable for the school;
- The school cannot meet the educational needs required by the student.

Please contact the school if you have any further questions.

Peter MacKenzie
Principal