



Phoenix House
International School

Admissions Policy

Version 1.3

This policy governs the admission of new pupils to Phoenix House International School (PH). The application process is designed to ensure that there is a good match between a pupil's educational needs and the School's provision.

1. Eligibility Criteria

1.1 PH welcomes applications from:

- International pupils, who hold a non-Japanese passport or with at least one parent or guardian (hereafter 'parent') who has a non-Japanese passport.
- Domestic pupils, who and whose parents hold Japanese nationality only, if their circumstances are such that they are in need of an international education. Examples include:
 - A child returns to Japan after living overseas and receiving English-medium schooling for at least three consecutive years
 - A child has been attending a recognised English-medium international school for at least three consecutive years
 - A child is unable to attend a local school and seeks an international-style education
 - A child has specific learning need(s) not catered for by the Japanese school system

Documentary evidence of the above is required during the application process.

1.2 PH is a gently selective school. When enrolment reaches capacity, priority will be given based on the following:

- Date of application
- Sibling(s) already attending PH
- Successful admissions assessment outcomes
- For domestic pupils, degree of need for a British education

1.3 Before considering an application to PH, parents should ensure that they have a clear understanding of and commitment to the British curriculum and approach to education. Full details about our rigorous and academic curriculum are shared during school tours, information sessions and on our website.

2. Application Submission

2.1 Applications should be made by completing an online application form through OpenApply, PH's official admissions portal. By submitting an application, parents consent to their, and their child's personal information being stored and used by PH in accordance with its Privacy Policy.

2.2 Parents agree to pay a Registration Fee of JPY ¥40,000 upon applying. Applications will only be assessed after the Registration Fee is received by PH. This Fee is non-refundable.

2.3 A confidential reference is required and requested directly from the child's current or last (pre)school by PH.

2.4 Parents are required to upload a scanned copy of their, and their child's, passport information page as proof of identity. A scanned copy of a valid resident status document is also required for children without Japanese nationality, to show that they reside in the country legally – this requirement is waived for families producing evidence that they are in the process of relocating to Japan.

3. Assessment

3.1 Our admissions assessment is designed to ensure that all children who enrol are able to fully benefit from their studies at PH. After all items listed under section (2) are received, each family is invited for an in-school assessment. The assessment will involve:

- **Parent meeting (20 minutes):**
A meeting with a member of our Senior Leadership Team (SLT) to discuss your child's education and your interest in PH.
- **Child interview (10 minutes):**
An opportunity for our Senior Leadership Team (SLT) to meet your child and talk about their interests.
- **Child assessment:**
Prep 1 (30 minutes):
A practical group assessments with 1-10 children in each assessment group.

Pre 2 and above (1-2.5 hours):

A Cognitive Abilities Test (CAT4) that assessed verbal reasoning, non-verbal reasoning, numerical reasoning and spatial awareness. Children are able to take short breaks in between sections.

For frequently asked questions, please refer to the Admissions page on the school website.

3.2 Our curriculum is delivered in English and as such, children must be able to communicate in English with reasonable, age-appropriate proficiency. This is determined through the admissions assessment as well as interactions with PH staff.

3.3 In cases where the family is yet to arrive in Japan, alternative arrangements will be made for:

- An online parent meeting and child interview via video call.
- Child assessment via video call for entry into Prep 1.
- Invigilation of an admissions assessment by the child's current school, for entry into Prep 2 and above.

4. Year Group Placement

4.1 Allocation to a year group is based on a child's date of birth. Details are set out in PH's Year Group Cut-Off Dates document, available on the admissions page of the school website.

4.2 Placement outside a child's recommended age group will only be considered in exceptional circumstances after assessment and recommendation by the Head of School. PH reserves the right to make the final decision on age group placement.

5. Admission of Children Requiring Additional Support

5.1 PH does not offer special support programmes for children with specific learning difficulties. However, admission may be granted to those whose individual learning requirements can be met within the mainstream programme without significant intervention.

5.2 PH does all that it can to adjust its assessment procedures in support of children with physical difficulties, where it is practical and safe to do so, given the constraints of campus facilities.

5.3 Parents of a child who has any disability or special educational needs must provide the full details upon application. This includes any Individual Education Plans and SEN reports from educational psychologists. Incomplete provision of the aforementioned supporting documents may result in the family being requested to withdraw their application. Please contact the PH admissions team should you have any questions regarding the required documents. PH needs to be aware of any particular requirements which may affect a child's ability to take full advantage of the education provided. If a child requiring significant support is admitted, parents may be asked to pay for additional costs incurred to make this possible.

6. Decision

6.1 The outcome of an application is communicated to parents within the term during which the assessment took place. For example, a pupil who has completed their assessment during the Autumn Term should expect to hear the results by the end of the Autumn Term.

6.2 An offer of admission is sent to parents whose child satisfies all entry requirements. If PH has already reached the maximum number of offers it is able to make for the particular year group in question at the time, the family will be added to a waiting list.

6.3 For each year group, there are two separate waiting lists for international and domestic pupils respectively. Parents on the waiting lists are contacted when a space becomes available, in order of the date on which they were added to the list.

6.4 Parents whose child's application is unsuccessful are able to request feedback and/or make an appeal, to be reviewed by the Head of School. The decision of the Head of School is final.

6.5 It is not possible to make more than one application to PH for the same child in the same year.

6.6 Failure to provide genuine information or documents can result in the application process being terminated and any offer withdrawn.

7. Confirmation of Place

7.1 Parents receiving an offer of admission are required to respond within two weeks of the date of the letter, indicating whether or not they accept the offer. An offer may be withdrawn if PH does not hear back from the parents during this time frame.

7.2 Parents accepting an offer are required to pay an Enrolment Fee of JPY ¥260,000 to secure their child's place. This Fee must be paid within one week of the date of invoice in order for the offer to remain valid.

8. Timeline

8.1 The PH academic year starts at the end of August or beginning of September every year.

8.2 PH does not ordinarily enrol pupils during the academic year. This may be permitted under exceptional circumstances, for example family relocation, subject to availability and approval by the Head of School.

9. Language

9.1 The application process at PH is conducted in English. At least one parent must be able to communicate effectively with the school in English.

9.2 Any document not written in English must be accompanied by a certified translation when it is submitted.

10. Withdrawal Notice Requirements

10.1 In the event that a family wishes to withdraw their child from PH, a full term's notice in writing to the Head of School is required. For example, in order to withdraw from PH at the beginning of the Autumn term, a written notice is required by the final day of the Spring term of the previous academic year (please refer to the up-to-date school calendar for exact term dates).

11. Policy Reviews

11.1 This policy is reviewed regularly and may be subject to revision.

Date: September 2023