



Phoenix House
International School

Admissions Policy

Version 1.5

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:
 - For those applying to Year 1 and Year 2 entry at PH:
 - Those have attended an English-medium international school for at least two years
 - For those applying to Year 3-6 entry:
 - 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 Japanese 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. Early application is recommended, as there is a limited number of seats in each year group. 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 (tax inclusive) 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. Application Timeline

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

3.2 There are five admissions cycles across the Academic Year as outlined below. Any applications submitted after the admissions cycle deadline will be considered for the following cycle. If parents are submitting an application after the last admissions cycle (from July) onwards, they are requested to contact our Admissions team to confirm availability.

Admissions Open		End of September, 2024
Autumn Term 2024	Admissions Cycle 1 Deadline	Wednesday 20 November, 2024
	Discovery Day	Tuesday 26 November, 2024
	Admissions Cycle 1 Decision Announcement	Early December, 2024
Spring Term 2025	Admissions Cycle 2 Deadline	Wednesday 29 January, 2025
	Discovery Day	Tuesday 4 February, 2025
	Admissions Cycle 2 Decision Announcement	Before the end of February, 2025
	Admissions Cycle 3 Deadline	Wednesday 12 March, 2025
	Discovery Day	Tuesday 18 March, 2025
	Admissions Cycle 3 Decision Announcement	Before the end of March, 2025
Summer Term 2025	Admissions Cycle 4 Deadline	Wednesday 7 May, 2025
	Discovery Day	Tuesday 13 May, 2025
	Admissions Cycle 4 Decision Announcement	Before the end of May, 2025
	Admissions Cycle 5 Deadline	Wednesday 4 June, 2025
	Discovery Day	Tuesday 10 June, 2025
	Admissions Cycle 5 Decision Announcement	Before the end of June, 2025

Please note that, should any updates be made to the schedule, this will be reflected in the most up-to-date version of the Admissions Policy on the PH website [Admissions](#) page.

3.3 PH does not ordinarily enrol pupils during the Academic Year. Parents are requested to contact the Admissions office if they are facing exceptional circumstances, such as family relocation, that results in their child having to apply to PH outside the Admissions cycles listed above. Considerations may be made subject to availability and approval by the Head of School.

4. Admissions Experience

4.1 Our admissions experience 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 will be invited in to experience a preview of what PH has to offer. The assessment will involve:

4.2 Discovery Day (Half or Full Day)

All children will participate in a Discovery Day, where they will have a chance to experience lessons and group activities with PH teachers and pupils. Lower Prep applicants will be invited in for half a day, and Upper Prep applicants will be invited in for a full day. Throughout the half day and full day, pupils will be informally assessed to ensure that they are able to access our curriculum.

Lower Prep (Prep 1-2): Applicants will take part in activities centred around phonics, reading, numbers and English oracy.

Upper Prep (Prep 3-6): Applicants will take part in a Cognitive Abilities Test (CAT4) that assesses verbal reasoning, non-verbal reasoning, numerical reasoning and spatial awareness. For Prep 3-4, the test typically takes up to 1.5 hours, and up to 2.5 hours for Prep 5-6. Children are able to take short breaks in between sections.

4.3 Parent Meeting (30 Minutes)

Parents will be invited in for a meeting with a member of our Senior Leadership Team (SLT) to discuss their child(ren)'s education and their interest in PH. The parent meeting will take place during the Discovery Day for the admissions cycle you have applied for. A time will be scheduled and communicated by the PH Admissions Office.

4.4 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 process as well as interactions with PH staff.

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

- An online Zoom Discovery Session involving a parent meeting along with the child interview and assessment.
- The assessment over Zoom will involve:
 - Lower Prep (Prep 1-2): practical assessment.
 - Upper Prep (Prep 3-6): invigilation of the CAT4 assessment by the child's current school or via Zoom by a PH invigilator.

5. Year Group Placement

5.1 Allocation to a year group is based on a child's date of birth. Please refer to the table below for the 2025-26 academic year group cut off dates.

School Section	Year Group	Child's Date of Birth	Child's Age on 31st August 2025
Lower Prep	Prep 1	Between 1st September 2019 and 31st August 2020	5 years old
	Prep 2	Between 1st September 2018 and 31st August 2019	6 years old
Upper Prep	Prep 3	Between 1st September 2017 and 31st August 2018	7 years old
	Prep 4	Between 1st September 2016 and 31st August 2017	8 years old
	Prep 5	Between 1st September 2015 and 31st August 2016	9 years old
	Prep 6	Between 1st September 2014 and 31st August 2015	10 years old

5.2 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 year group placement.

6. Admission of Children Requiring Additional Support

6.1 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.

6.2 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.

6.3 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.

7. Decision

7.1 The outcome of an application is communicated to parents at the time of the respective admissions cycle decision announcement. Please refer to the timeline outlined in Section 3.

7.2 An offer of admission is sent to parents whose child satisfies all entry requirements. PH reserves the right to give preference to the applicants it selects, at its discretion. 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 the waiting pool.

7.3 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.

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

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

8. Confirmation of Place

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

8.2 Parents accepting an offer are required to pay an Enrolment Fee of JPY ¥260,000 (tax inclusive) 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.

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. Clarence Education Asia Group Schools

PH is proud to be part of the Clarence Education Asia Group, a network of prestigious educational institutions in the region. This section outlines the admissions policies relating to our sister schools within the group, specifically addressing applicants from Clarence International School (CIS) and the transition process to Rugby School Japan (RSJ).

11.1 Applicants from Clarence International School

A Discovery Day will be held exclusively for pupils enrolled at CIS. Please note that there is no automatic transfer from CIS to PH. Pupils are required to meet PH's standard admissions criteria, and admission is subject to available places in Prep 1.

11.2 Transition to Rugby School Japan

PH and RSJ continue to work closely to ensure that their educational values are aligned. Though PH is a feeder school to RSJ, there is no automatic transfer from PH to RSJ. Pupils are required to meet RSJ's standard admissions criteria prior to admission, and admission is subject to available places in Year 7.

12. Policy Reviews

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

Date: November 2024