Phoenix House
International School

# Admissions Policy

Version 1.7

Phoenix House International School (PH) is committed to a supportive, personal and transparent admissions process that ensures equal opportunity and clear communication throughout. The application process is designed to ensure a strong alignment between a pupil's educational needs and the provision offered by the School with the aim of supporting each child's potential to thrive within PH's learning community. Before submitting an application to PH, families are encouraged to familiarise themselves with the School's British curriculum and prep school approach. We believe that a strong partnership begins with shared understanding, and we invite parents to learn more through our school tours, information sessions, and website.

## 1. Eligibility Criteria

1.1 General Admissions Statement
PH welcomes applications from pupils who would benefit from a British international primary education delivered in English. We are proud to be an inclusive school that welcomes children of all nationalities, ethnic, racial, or religious backgrounds.

Applicants should be aware that, in principle, children of Japanese nationality between the ages of 5 and 10 are subject to compulsory education under state regulations.

1.2 International and Domestic Applications
As such, PH accepts 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, along with their parents, hold only Japanese nationality may be considered for admission if there is a clear need for an international education. This must be supported by appropriate documentary evidence submitted during the application process. Examples include, but are not limited to:
    - For those applying to Prep 1 and Prep 2 (Lower Prep) entry at PH:
        - Those who have attended an English-medium international school for at least two years
    - For those applying to Prep 3 to 6 (Upper Prep) entry at PH:
        - 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

While all applications are reviewed on a case-by-case basis, families are encouraged to consult the eligibility criteria before applying. PH reserves the right to determine eligibility and admission at its discretion to ensure a fair process aligned with the School's admissions framework.

1.3 Year Group Placement
Allocation to a year group is based on a child's date of birth. 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. Please refer to the **School website** for the applicable cut-off dates.

1.4 Admission of Children Requiring Additional Support
PH does not offer special support programmes for children with specific learning needs. However, admission may be granted to those whose individual learning requirements can be met within the mainstream programme without significant intervention.

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

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 Special Educational Needs (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 Office 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.

## 2. Admissions Timeline

2.1 Application Timing
PH operates a rolling admissions process with defined opening and closing dates for each academic year. Families are strongly encouraged to apply within this period to ensure full consideration.

Applications submitted after the deadline may be reviewed only in highly exceptional cases, subject to availability and at the sole discretion of the Admissions Office. Such exceptions are rare and not guaranteed.

The School does not ordinarily enrol pupils in the midst of an academic year. Families facing exceptional circumstances, such as international relocation, should contact the Admissions Office directly. Consideration may be given on a case-by-case basis, subject to availability and approval.

2.2 Admissions Rounds
Admissions decisions are made within six defined rounds, each comprising a review period, an assessment day, and a decision announcement date. To be considered for a specific assessment day, all required documents must be submitted by the end of the corresponding review period. Incomplete applications by the end of each review period will be considered for the next round and reviewed only once documentation is complete. If documents are not complete by the end of the last review period, applications will be deferred to the next application period. Please see the Admissions Schedule on the **School website**.

**3. Application Process**
3.1 Application Submission
Applications should be submitted in English via the online application form on OpenApply, the School's official admissions portal. As places in each year group are limited, early application is strongly recommended. The application process is conducted entirely in English, and at least one parent must be able to communicate effectively with the School in English. Parents are welcome to be accompanied by a translator. Any document not written in English must be accompanied by a certified translation at the time of submission.

Each application submitted to PH is for one child only. Siblings are treated as separate applications, and therefore, all communication, documentation, and admissions procedures will be managed individually for each child. Families are asked to complete each child's checklist separately on OpenApply to ensure accurate processing.

By submitting an application, parents consent to the collection, storage, and use of their own and their child's personal information by PH (see 8.2).

3.2 Required Documents
Parents are asked to upload the following documents on behalf of their child during the application process:

- A scanned copy of the **passport** information page for both the child and parents, as proof of identity. If the child has more than one passport, all should be submitted.
- For applicants without Japanese nationality, a scanned copy of a **valid residency document (visa)** confirming legal status in Japan, such as a Residence Card. This residency document requirement is waived for families who provide evidence that they are in the process of relocating to Japan. These may include, but are not limited to, a Certificate of Eligibility or an official organisation-issued relocation document.
- Applicants to Upper Prep are required to submit official English versions of **school reports**. Requirements are as follows:
    - Prep 3 applicants: Submit at least 2 years of school reports
    - Prep 4–6 applicants: Submit at least 3 years of school reports

3.3 Registration Fee
Parents agree to pay a Registration Fee of JPY ¥60,000 (tax inclusive) upon applying. Applicants will only be assessed after the Registration Fee is received by PH. This Fee is non-refundable.

3.4 Confidential Reference
A confidential reference is required as part of the admissions process and will be requested directly by PH from the applicant's current or most recent (pre)school. The nominated referee should be indicated by the parent using the confidential reference form available as a checklist item on OpenApply. In principle, the reference should be submitted before the scheduling of the assessment.

**4. Assessment Procedures**
4.1 Overview of Assessment
PH is a gently selective School. After all items listed under section 3 are received, each family will be invited to complete the admissions assessment. To determine the suitability of a placement at PH, the School conducts a holistic assessment to evaluate alignment between the applicant's needs and the School's educational provision. Admissions decisions are based on a combination of the following: the completed application form, a confidential reference from the applicant's current school, a parent meeting, teacher observations during the child's interview and practical assessment, an English language proficiency check, and a CAT4 cognitive abilities test for Upper Prep applicants.

4.2 Discovery Day Format
To facilitate the completion of all assessment components, all families are invited to attend a Discovery Day, a designated event during which all aspects of the assessment are carried out. 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. Further details of the Discovery Day and individual assessment components are outlined below.

In highly exceptional cases, alternative remote assessment arrangements may be considered. Such cases are subject to approval of the Admissions Office. Families must contact the Admissions Office in advance to discuss availability and eligibility for this option.

4.3 Child Interview and Practical Assessment

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 (Prep 1-2)*: Applicants will take part in a range of age-appropriate activities focused on phonics, reading, early numeracy, and English oracy. During their time with members of the Senior Leadership Team (SLT) and teaching staff, children will have multiple opportunities to engage in a supportive and interactive setting. Teachers will observe how each child responds to instructions, engages with tasks, and interacts with others. Particular attention is given to the child's ability to follow directions with minimal support, complete tasks within an appropriate time frame, and demonstrate social, emotional, and behavioural development in line with age expectations.
- *Upper Prep (Prep 3-6)*: Applicants will meet with a member of the SLT for an interview and join lunch and lessons with their prospective year group. Families are asked to provide a packed lunch. During the visit, applicants will take part in classroom activities, allowing teachers to observe how they engage in an authentic classroom setting.

4.4 English Language Proficiency Check

As the curriculum at PH is delivered in English, all applicants must demonstrate age-appropriate proficiency in the language. This is assessed through interactions with staff during the admissions process, alongside an evaluation of each child's phonics knowledge and reading ability. Where appropriate, applicants may also be asked to complete a standardised English language assessment to ensure they are able to access the curriculum effectively.

4.5 Cognitive Abilities Test (CAT4)

Upper Prep applicants will take the Cognitive Abilities Test (CAT4), which assesses verbal, non-verbal, numerical reasoning, and spatial awareness. The test duration is approximately 1.5 hours for Prep 3–4 and up to 2.5 hours for Prep 5–6. Short breaks are provided between sections.

4.6 Parent Meeting

Parents will be invited in for a 30-minute meeting with a member of our 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 applied for. A time will be scheduled and communicated by the Admissions Office.

**5. Decision and Offer of Place**

5.1 Notification of Decision

The outcome of an application is communicated to parents on the decision announcement date for the admissions round in which they applied. Please refer to the timeline outlined in Section 3.

5.2 Offer of Admission

After a comprehensive and careful review of all aspects of the application and assessment, pupils who meet the requirements for admission are sent an offer of place. PH reserves the right to give preference to the applicants it selects, at its discretion. Offers are issued with a confirmed start date on the first day of the relevant academic year. Families who are not ready to begin by this date are warmly encouraged to reapply for a future admissions cycle that better suits their plans. Please note that the School is unable to hold or reserve places beyond the year for which the offer is made.

5.3 Conditional Offers

In some cases, the School may issue a conditional offer of place. This means the offer is subject to the completion of outstanding requirements, such as final documents, assessment results, or other conditions outlined at the time of the offer. All conditions must be satisfied by the deadline communicated in the offer letter. The School reserves the right to withdraw a conditional offer if the conditions are not met.

5.4 Waiting Pool

If the maximum number of offers for a particular year group has already been made, the applicant will be placed in the waiting pool for that year group. In the event that a year group is full, remaining applications will be reviewed with reference to a set of criteria to ensure a fair and balanced admissions process. These criteria are considered collectively and do not follow a fixed order of priority:

- The date the application was received
- Whether the applicant has a sibling currently enrolled at PH
- Outcomes of the admissions assessment
- For domestic applicants, the demonstrated need for a British international education, supported by relevant documentation

The final decision rests with the Head of School and the Admissions Office and will take into account the best interests of both the applicant and the School community. For year groups that are full, availability of places may not become clear until late June or July.

5.5 Unsuccessful Applications
Parents whose child's application is not successful are welcome to request feedback on the outcome. Families may also submit a written appeal, which will be reviewed by the Head of School. While all appeals are considered with care, the final decision rests with the Head of School.

Only one application per child may be submitted for any given academic year. Families are asked to wait until the next admissions year if they wish to reapply.

PH places great importance on the integrity of the admissions process. Failure to provide accurate or genuine information or documents may result in the application being withdrawn or any offer being cancelled.

**6. Confirmation of Place and Enrolment**
6.1 Offer Acceptance
Parents who receive an offer of admission are asked to respond within two weeks of the date of the offer letter to indicate whether they accept the place. If no response is received within this period, the offer may be withdrawn.

6.2 Enrolment Fee
To secure their child's place, families accepting an offer are required to pay a non-refundable Enrolment Fee as set out in the Finance & Fees Policy. This fee must be paid within one week of the invoice date for the offer to remain valid.

**7. Withdrawal Notice Requirements**
7.1 Family withdrawal
In the event of an application withdrawal, the Admissions Office must be notified as soon as possible to ensure accurate processing and planning.

7.2 Application Termination
PH reserves the right to archive an application in cases where there has been prolonged inactivity, unresponsiveness to School communications, ineligibility based on admissions criteria, or failure to submit required documentation within a reasonable timeframe. In such cases, families will be notified in advance and given an opportunity to respond or clarify their circumstances before the application is formally withdrawn.

**8. Policy Reviews and Data Protection**
8.1 Updates to the Policy
PH is committed to maintaining clear, transparent, and up-to-date admissions policies. This policy is reviewed regularly to ensure it remains aligned with current School practices, legal requirements, and the needs of our School community. Updates may be made without prior notice, and the most current version will be made available on the School's website or upon request from the Admissions Office.

8.2 Data Protection
All personal data collected during the admissions process is handled in accordance with the School's **Privacy Policy.** Information submitted by families is used solely for the purpose of processing applications and evaluating the suitability of placement. Data is stored securely and accessed only by authorised personnel.

By submitting an application, families consent to the collection, use, and storage of their own and their child's personal information as part of the admissions process. For full details, families are encouraged to review the School's Privacy Policy, available on the website or upon request.

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