



## **TWIS Admission Policy**

### ■ Introduction

Tokyo West International School (TWIS) is committed to a policy of equal opportunity, offering an academically challenging educational program using a combination of the TWIS and the MEXT Curriculum. The curriculum is delivered in English, excluding Kokugo and Language Learning (Japanese) classes. We expect all of our students to be able to demonstrate grade-level English in listening, speaking, reading, and writing before they enter to the next grade level. It is preferred but not required that at least one parent/guardian also is able to communicate effectively in English. Students of all races, sexes, genders, religions, and nationalities from all educational and cultural backgrounds are warmly welcomed to TWIS.

### ■ Admissions

Students may join the school at any time during the year, provided there is a place available, and they pass the screening test. The prospective students will be required to be interviewed and assessed prior to their enrollment. The Headmistress, together with Academic Dean and the homeroom teacher of the prospective student will make a decision based on the interview and the screening test results. Students will not be accepted if the school feels their behavior, academic aptitude or English proficiency does not meet the required standards of the grade level they intend to enter. The school also requests copies of the past two years of report cards from the child in addition to other official paperwork relevant to enrollment in a school within Japan.

TWIS is currently unable to offer specialist support programs for students with specific learning difficulties, learning disabilities, or for those who are at a very early stage of acquiring English per the grade level. For this reason, all the students who intend to apply to TWIS will have to take a screening test to check their academic level and English proficiency.

TWIS has limited resources to cater for students whose learning needs can only be met with significant support outside of the mainstream classroom or additional adult support within the class. It is in the interests of all concerned, but particularly those of the students, that once they are admitted to the school, they are able to thrive within our high achieving environment. If, in the case of exceptional circumstances, the school agrees to accept a student requiring significant support, the Headmistress and the parents will have to come to an agreement concerning the student's integration in the school. Parents of children who have a history of requiring educational support that falls outside of the mainstream classroom are required to declare detailed information regarding their child's specific learning needs. This information should include previous school reports, copies of previous Individual Education Plans (IEPs) and/or report from educational psychologists and/or psychotherapist about relevant diagnosis. Failure at the point of application to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs.



Nevertheless, this is a situation that we are keen to avoid, particularly as it may impact adversely on the child's self-esteem and future learning as well as those of their potential classmates.

## ■ Admission process

### First contact

Parent(s)/guardian(s) who are interested in TWIS will get in touch via email or phone call. Both the admission officer and the Headmistress are in charge of the admission process. After the first contact is made, the admission officer will give the parent(s)/guardian(s) some preliminary information and invite them for a school tour as soon as possible. The prospective student is encouraged to attend the school tour.

### Tour day

The parent(s)/guardian(s) are welcomed in the admission office, and they are given an application package. This includes:

- enrollment application form;
- medical certificate form;
- yearly calendar;
- weekly schedule;
- school curriculum;
- bus routes schedule;
- uniform order form;
- class supply list;
- annual tuition fee.

After this meeting, the parent(s)/guardian(s) are escorted around the school and, if they wish to, they are also invited to enter the classrooms and to briefly attend lessons. After a final meeting, the parents are dismissed. The tour will approximately last for 45 to 60 minutes.

### Enrollment process

1. If the student does not meet the entry requirements for the school, and a negative decision is made, the admission officer will communicate this decision to the parents via email or phone call as soon as possible. In this case, all the application documents, including the screening test, have to be stored in the admissions office. The admission officer can also schedule a further appointment if the parent(s)/guardian(s) feel it is necessary or if they wish to apply again next term. One application per term is the limit TWIS permits.
2. If the student meets the entry requirements and a positive decision is made, the admission officer will communicate this decision to the parents via email as soon as possible. The screening test will be stored digitally and used in the future to track the progress of the student. In order to complete the enrollment process, the admission officer will have to reach out to the parent(s)/guardian(s) and gather all the documents needed to complete the application:



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- Medical Certificate (dated within three months of the application);
- Progress Report from previous or current school;
- Graduation Certificate or Certificate of Student Status from the previous or current school;
- Non-Japanese parents and legal guardians will be required to submit a copy of their Residence Card;
- Uniform order form;
- Class supply list;
- Individual Education Plans (IEPs) and/or reports from educational psychologists (if applicable).

Once the admission officer has gathered all of the required documents, a start date is agreed upon. Lunch application and bus application will be handled by the administration directly to the parents. Once the tuition fees payment has been received, the finance department will mail the invoice to the parents. Students whose parents have failed to submit any of the above-mentioned documents will not be allowed at school, even in case the payment has been received.

3. Even when the student accepted with the entry requirements. The accepted grade is at capacity, the admissions will place the student on a waiting list until a vacancy becomes available. When this occurs, the admissions will make contact with the parents to confirm their interest in TWIS.