



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 IB 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 into the next grade level. It is preferred but not required that at least one parent/guardian is also 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 and Interview. The prospective students will be required to be interviewed and assessed prior to their enrollment. The Headmistress, together with the 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 their 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 interest 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 reports from educational psychologists and/or psychotherapists about relevant diagnosis. Failure at the point of application to declare accurately and fully the extent of a child's individual learning needs may subsequently result



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 adversely impact the child's self-esteem and future learning as well as those of their potential classmates.

■ Admission process

First contact

Both the admission officer and the Headmistress are in charge of the admission process. Parent(s)/guardian(s) who are interested in TWIS are able to get in touch through the ways below:

1. Students who apply for the new academic year

Parents may apply for our Open House. Open House application form can be found on the TWIS website. In case you have any questions before deciding to apply for an open house, you may reach out via email or phone call. Individual school tours may be organized as it deemed necessary.

2. Students who apply in the middle of academic year

Please reach out to us via email or phone call. After the first contact is made, the admissions 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 also encouraged to attend the school tour.

School Tour / Open House day

The tour will be divided into three parts:

(The tour will last approximately for 60 to 90 minutes)

1. The parent(s)/guardian(s) will be welcomed in the admission office. The parent(s)/guardian(s) will be escorted around the school, and if conditions allow, they will also be invited to enter the classroom to briefly observe the lessons.
2. The parents will be guided back to the meeting room and will be given a brief explanation about school life. This will also be the time for a Q&A session.
3. Lastly, we will provide opportunities to meet our Headmistress. It will be a casual conversation and will be a great opportunity for parents if they have any questions or concerns about enrollment.
4. After all three parts are done, Parents will be given an application package and dismissed.

The package includes:

- An enrollment application form
- A medical certificate form
- The yearly calendar
- A weekly schedule



- A school curriculum
- A bus routes schedule and fees
- The annual tuition fee
- Preschool/Kindergarten Education Subsidy Information

Enrollment Process

1. If after a school tour/open house you're interested in proceeding with enrollment, Parent(s)/guardian(s) need to present to the Admissions Officer the required documents. Please refer below to determine the deadline for submitting the application:
 - New Academic Year: During the enrollment period (refer to TWIS website)
 - Middle of the Year: AnytimeThe required documents include:
 - a. Application Form.**
 - b. Medical Certificate (Issued within the last three months before enrollment).**
 - c. Progress Report from previous or current school.**
 - d. Graduation Certificate or Certificate of Student Status from the previous or current school (If any)
 - e. Individual Education Plans (IEPs) and/or reports from educational psychologists (if applicable).
2. If the student's documents meet the entry requirements for the school, the prospective student will be asked to take a screening test and take part in an interview with the Headmistress along with their parents.
3. If the student passes the screening test, the results will be shared with the parent(s)/guardian(s) through email or post mail and will include the tuition fee invoice.
4. In order to complete the enrollment process, the Admissions Officer will ask parent(s) /guardian(s) to fill out several administrative documents.
5. A start date will be agreed upon and the parent(s)/guardian(s) will need to submit the above administrative documents. Once this has been received and tuition fee payment has been confirmed, the student will be officially accepted as a TWIS student. Students whose parents have failed to submit any of the aforementioned documents will have forfeited their application to attend TWIS even in case payment has been received.

Waiting List

Students that meet the entry requirements will be placed on a waiting list if the grade they wish to enter is at capacity. When a space becomes available, the Admissions Officer will contact the student's parent(s)/guardian(s) to confirm their interest and continue the admissions process.