

Tohoku International School

Admissions Policy



Tohoku International School (TIS) is a *community of learners preparing for life in an evolving global society*. The school aims to provide a rigorous, international K-12 curriculum for students of all nations. English is the medium language of instruction.

Applications are reviewed by the Leadership Team. This group will also make grade placement decisions. Academic records from previous schools must be submitted and will be reviewed and considered for admission and placement. All final decisions regarding enrollment are at the discretion of the Principal.

Tohoku International School is a day school, with no boarding facilities. Students must have an appropriate status of residence to live in Japan and are expected to live with their parents or guardians.

As the only fully accredited international school in Miyagi Prefecture, the school recognizes the need to ensure priority enrollment for non-Japanese nationals.

Admissions Priority:

1. The children of expatriates of English-speaking countries
2. The children of expatriates of other countries
3. Japanese returnees (defined as a child who has spent at least 2 years in a non-Japanese educational environment)
4. Japanese students with high marks in their previous schools and aspirations to go to university overseas or to English language programs in universities in Japan

We expect parents of TIS students to:

1. Understand and believe in the mission of TIS and the 5 TIS STARs
2. Be involved in school life (PTA, school events, parent conferences, etc)
3. Be able to communicate in English with school staff
4. Support their children in developing their home language skills

We expect TIS students to:

1. Understand, believe in, and strive to live the mission of TIS and the 5 TIS STARs
2. Use English in and outside of class and with other classmates as the language of inclusion
3. Put their best efforts into their schoolwork

Our Admissions Process:

1. **Application for Admission (Applications accepted up to 6 months in advance)**
Applicants fill out the application for admission and email, mail or bring it to the school with all the student records, assessments, documents, and photos as described on the admission application. (On-line copy or provided by the office). A **complete application** is the first step.
2. **Campus Visit (As soon as possible)**
Make a visit to TIS if it is possible. Candidates will learn a lot about TIS when you speak with our Team and see the school in action.
3. **Decision on Admission (After steps 1 and 2 are complete)**
The school will conduct an **Application Review**. The TIS Leadership Team will look at all your documents and determine if we can offer a place for your child(ren). Based upon the school's

judgment of the suitability of the educational program for each prospective student and space availability, applicants are admitted throughout the year.

Applicants will receive a letter regarding your application status. With acceptance, your invoice for enrollment and tuition will be attached with instructions.

4. Entrance Interview (1 month to 1 day before student's first day in class)

An in-person entrance interview will be conducted to ensure that the student's abilities and possible EAL support needs are understood. This interview is typically about an hour in length and includes a reading, writing, speaking and mathematics component.

A student whose performance during the Entrance Interview differs considerably from what was expected from their submitted school reports may have their admissions revoked or be placed on a probationary learning contract.

Our Admission Criteria:

1. Applicants must be capable of doing work at a high standard for their grade level.
2. There must be seats in the applicable grade before admission.
3. All applicants must provide report cards and/or a transcript from their previous schools.
4. Equal criteria and consideration apply to all races, religions, cultures, and genders.
5. **Special Needs** cases are evaluated and accepted or rejected on the basis of available resources required to service the student. Any form of developmental or academic difficulties must be shared with TIS at time of admission. Examples of student work must be readied at the request of teachers during orientation.
6. Students with a record of behavior problems may be accepted on a provisional basis only (**contract required**) if they are deemed capable of succeeding at TIS without detriment to the school programs and/or other students.

Our Grade Placement Criteria:

1. The decision of TIS takes priority. Students are placed primarily according to age.. Extraordinary considerations can be taken into account in a placement decision, including:
 - a. Incomplete school experiences
 - b. Level of English ability
 - c. Significant differences in child's maturity vis-a-vis their age-appropriate grade
 - d. Completion of higher grades in another school
2. **Grade 1** is a critical year in a child's academic development. Students enrolling from a Non-English medium Kindergarten will be placed in their age appropriate grade if they display required English proficiency level. If students are placed in Kindergarten or repeat Grade 1 to complete one full year of Grade 1 before progressing to later grades due to their English level, the timing of the transition to the age-appropriate class is at the discretion of the school.
3. **Entrance Testing** must be completed prior to entering class, so as to ensure correct placement.
4. Students are placed with regard to their assessed English ability and their ability to progress and complete high-quality academic work at their grade level.
5. All students must graduate before their 20th birthday.
6. Students entering from Japanese schools (or other school systems with calendars that do not begin in the fall) during the second semester will generally be placed in the same grade level for the remainder of that school year. Special consideration may be given if students are older than other

students in their class as a result of having to repeat a partial or entire school year because of previous transition between Japanese and International Schools.

English as an Additional Language (EAL)

1. All students will complete an admissions interview to determine their English and math proficiency levels. EAL support is available to students in Kindergarten up to and including Grade 10. **EAL services are unavailable to students applying for enrollment to Grade 11 or 12.**
2. Prospective English as Additional Language (EAL) students, especially at middle school and high school levels, must provide evidence of successful academic progress in their first language.
3. Middle and high school students who possess limited English proficiency will be considered individually in order to determine the probability of success in a college-preparatory English-immersion environment with limited English language support services.

International Baccalaureate Diploma Programme Admission:

From the 2021-2022 school year, Tohoku International School is authorized to offer the IB Diploma Programme (DP) to Grade 11-12. The DP is a rigorous academic program requiring the ability to communicate clearly in English and have a high level of written academic English. All Grade 11-12 students will be taking DP courses and can either complete the full Diploma Programme or selected certificates. While the completion of the full Diploma is generally encouraged, an individual plan for each student will be developed in consultation with the student, parents and DP Coordinator.

While students are highly encouraged to complete the full Diploma Programme, students will have the option to complete course certificates only after consultation with the DP Coordinator. Students progressing from Grade 10 at TIS into Grade 11 will be required to demonstrate a B (3.0) average for all classes to be able to complete the full Diploma Programme. Students with an average below B will be required to meet with the DP Coordinator to decide the best plan for their Grade 11-12 years.

For students applying to TIS for Grades 11 or 12, students are required to submit English proficiency scores if their native language is not English.

The minimum proficiency requirements are as follows:

TOEFL iBT:	61 or better
Eiken:	2 or better
CEFR:	B2 or better

Additionally, all students applying for Grade 11 enrollment will be required to demonstrate a level equivalent to TIS English as expected at the end of completing grade 10 and Mathematics standards during the entrance interview. Students who do not meet these requirements will not be eligible for a full IB Diploma, only selected certificates from the courses. If admitted to the school, they will still be eligible for a TIS (WASC accredited) diploma if all graduation requirements are met.

Students must be at a 'Monitor' level on the TIS EAL proficiency scale or higher by the end of Grade 10 or they will not be eligible for entrance to the Diploma Programme. Students wishing to enroll in Grade 11 and directly enter the DP at TIS will be accepted on a case-by-case basis.

Wait List:

Admission for enrollment is considered only when the completed application form has been received. Upon approval by the Principal, the student will either be allocated a place for the year or placed on a Wait List. Students are allocated places in order of application. However, TIS reserves the right to allocate places at its discretion in special circumstances. Wait List candidates are placed as vacancies become available.

When Unenrolling and Transferring to Another School

When a student intends to withdraw from the school or to transfer to another school, the parents should notify the school through the completion of the Withdrawal Form and complete all necessary arrangements prior to withdrawal.

All financial obligations must be taken care of before records can be forwarded to the new school.

Policy Review:

The admission policy was prepared during the 2019-2020 school year by the Principal, PYP and Secondary Coordinators and shared with staff during department meetings. It was further reviewed by a team of teachers in each department. This policy will be reviewed each August and modified as necessary. Any updates will be shared with the staff and updated on the school's admissions website.

References:

International Baccalaureate Organization (2017). *Candidates with assessment access requirements.*

International Baccalaureate Organization (2018). *Diploma Programme Assessment Procedures.*

International Baccalaureate Organization (2014). *The Diploma Programme: From Principles into Practice.*

Policy Review

This policy will be reviewed each August and modified as necessary. Any updates will be shared with the staff and updated on the school's admissions website.

This document was teacher-reviewed by:

Stephen Messano and Zane Clifford (Action group)

Chris Vassbotn and Robert Zehmke Aug. 2022