FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

ADMISSIONS & CONTINUED ENROLLMENT POLICY

1. Purpose and Scope

This policy establishes the principles and criteria governing admission and continued enrollment at FIS.

FIS seeks to understand what the student needs to access and benefit from the FIS programme, considers what FIS can reasonably provide, and makes clear, fair, and responsible decisions regarding admission or continued enrollment using consistent admissions criteria.

For the purposes of this policy:

- **Admission** means admission to FIS, whether the applicant is applying for the first time or is a former FIS student seeking to return. Initial admission and re-admission are considered under the same admissions criteria and decision-making process.
- **Continued enrollment or Re-enrollment** means the continuation of enrollment of a student who is currently enrolled at FIS.

The admissions criteria set out in Section 3 apply to all students seeking admission to FIS, including former FIS students seeking to return. **The admissions criteria do not apply to students who are currently enrolled at FIS and seeking to continue their enrollment.**

Students currently enrolled at FIS are instead subject to the provisions of this policy concerning continued enrollment, student and family responsibilities, safety and safeguarding, attendance, conduct, legal and residency requirements, programme suitability, and other matters expressly applicable to currently enrolled students.

Previous enrollment at FIS does not give a former student a different admissions status or guarantee admission. A former student seeking to return to FIS is considered as an applicant under the same admissions criteria and process as other applicants.

2. Our Values

2.1. Include

FIS is committed to providing access to a broad range of students. We consider every applicant fairly and individually, making a genuine effort to understand their needs and how FIS can support them.

- We welcome applications from students with a range of learning, language, developmental, and

educational needs, and we consider the reasonable support and adjustments that may enable them to access and participate in the FIS programme.

- Where there is uncertainty about whether we can meet a student's needs, we explore reasonable support options before reaching an admissions decision.

- Inclusion does not mean automatic admission. We admit students when we are confident that FIS can provide the education, support, and environment they need to participate safely and meaningfully.

2.2 Empower

We seek to understand what each student needs to access, participate in, and benefit from their education at FIS.

- We consider the support and adjustments that are reasonably available within our programmes and resources. We maintain appropriately high expectations for students, taking account of their age, development, and the academic demands of the programme.

- We create opportunities for students to participate and succeed while maintaining the expectations and standards of the programme.

2.3 Impact

We consider the impact of every admissions decision on the student and the wider school community.

- We assess whether FIS can provide each student with a safe, meaningful, and appropriate education within our available programmes, staffing, expertise, facilities, and resources.

- We make admissions decisions with the best interests of the student and the wider school community in mind to sustain a high-quality educational environment within our available resources.

2.4 Fairness & Transparency

We make admissions decisions that are fair, consistent, transparent, and non-discriminatory.

- We consider each applicant on their individual circumstances, using relevant information and consistent criteria.
- We recognize that fairness does not always mean treating every student in exactly the same way.
- We communicate the basis for admissions decisions clearly and respectfully, including where we determine that FIS is not currently able to meet an applicant's needs.

2.5 Responsibility & Sustainability

We take responsibility for ensuring that admissions decisions balance the needs of individual students

with the long-term wellbeing and sustainability of our educational environment.

- We consider each student's individual needs alongside the needs of the wider school community, with the aim of maintaining a positive and supportive learning environment.

- FIS may consider the resources reasonably required to provide the programme and support, including staffing, facilities, specialist expertise, and associated costs, and whether those resources can reasonably be provided without fundamentally altering the nature or quality of the programme.

3. Admissions Criteria

The admissions criteria apply to all students seeking admission or re-admission to FIS. This does not apply to students already enrolled. Scholarship applicants will need to meet all admission criteria and separate scholarship criteria. Scholarship applicants will not be subject to Sections 3.3 and 3.4.

3.1 Eligibility

Students must meet all the following eligibility requirements:

- Students must legally reside in Japan (FIS does not provide visa sponsorship) and live with at least one parent or a legally appointed guardian.
- At least one parent or legal guardian must be able to communicate with FIS sufficiently in English to understand essential school communications, participate in matters concerning the student's education and safety, and respond to reasonably necessary requests from the School.
- Short Term enrollment of less than one year is not considered.

3.2 Consideration of Student Support

FIS considers each applicant's individual learning, language, emotional, wellbeing, behavioural, and developmental needs when determining whether we can provide a safe, meaningful, and appropriate educational experience.

Based on the information available through the admissions process, including assessments, reports, and information provided by the applicant's previous school, we consider a range of factors, including those outlined below. This list is not exhaustive, and additional considerations may arise depending on the circumstances of each application.

- **Grade Placement:** Students are placed in their appropriate grade level based on their age as of September 1. FIS may consider prior educational history, curriculum continuity, English proficiency, developmental readiness, and other relevant factors when determining whether an exception or alternative placement is appropriate.

- **Age and Developmental readiness:** The expectations and requirements of the relevant programme, including age-appropriate independence and readiness.
- **Individual learning needs:** The nature and level of learning support required and whether this can be appropriately provided within FIS's programmes and support structures.
- **English proficiency:** The level of English required for the student to participate meaningfully in the programme, particularly from Grade 6 onwards, and whether the available language support is sufficient to support successful participation.
- **Educational context:** Where relevant, FIS may consider the urgency of the student's educational circumstances and whether an appropriate educational placement is currently available. The availability or lack of alternative schools will not, by itself, determine admission.
- **Behaviour and Attendance:** Relevant information from the applicant's previous school to understand the student's needs and the level of support required.
- **Previous FIS enrollment:** Only information reasonably relevant to the student's suitability for re-admission, current educational needs, safety, or the School's ability to provide an appropriate educational programme will be considered.

FIS does not make admissions decisions solely on the basis of a diagnosis, disability, learning difference, language background, behavioural history, or other individual characteristics. The relevant consideration is whether FIS can reasonably provide the educational programme, support, adjustments, supervision, and environment required for the student to participate safely and meaningfully.

3.3 Admissions Priority Categories

FIS primarily serves internationally mobile and expatriate families living in Japan. Where demand exceeds available capacity, FIS uses the following priority categories to help determine admissions priority among applicants who otherwise meet the applicable admissions requirements.

Group 1: Foreign Students (Does not hold Japanese nationality)
Group 2: Dual Nationality Students, with one nationality being Japanese
Group 3: Japanese Nationality and returning from overseas or transferring from another international school The applicant and both parents hold Japanese nationality (passport), and the applicant is returning from overseas or transferring from another international school.
Group 4: Japanese Nationality The applicant and both parents hold Japanese nationality (passport).

Placement within a priority group does not guarantee admission or a place at FIS. Admissions priority is considered together with the other factors set out in this policy, including the student's suitability for the programme, support needs, available capacity, and other significant factors.

3.4 Other Factors

The following factors may also be considered alongside the applicant's priority group in determining the final outcome:

Company Transfers: Families relocating to Japan as part of an employment-related or company transfer.

Sibling Status: Applicants with siblings already enrolled at FIS or applying to enrol at FIS at the same time.

Classroom Diversity: To support cultural and nationality diversity within the cohort, FIS may consider the overall composition of the class, including representation of the host country and individual nationalities.

Appropriate Class Size: To maintain a high standard of instruction and support student wellbeing, FIS aims to maintain class sizes that allow for meaningful engagement and effective support. The class sizes below are approximate and serve as general guidelines. FIS may adjust class capacities based on the composition and needs of the student body, available staffing and facilities, and the level of specialized learning and language support required.

Grade Level	Approximate Class Size
Early Years	10 - 12
Kindergarten	14 - 16
Grades 1 - 12	18 - 20

3.5 Admissions Decisions

The Division Principal may determine the proposed student support arrangements where FIS can appropriately meet the student's needs. Admissions staff assess applications against the admissions criteria, priority categories, and other applicable factors.

Where the level of support required is uncertain or FIS's ability to appropriately support the student requires further consideration, the application may be referred to the Admissions Committee. The Committee makes recommendations or decisions in accordance with this policy, with final authority resting with the Head of School.

The Admissions Committee comprises of the Head of School, Division Principal, relevant admissions and school leadership staff, and other relevant programme and student-support staff as appropriate.

3.6 Admissions Outcomes

Following consideration of an application, FIS may determine one of the following outcomes:

Acceptance: The applicant meets the admissions requirements and FIS is able to offer a place.

Conditional Acceptance: The applicant may be offered a place subject to specified conditions that must be satisfied before enrollment or within a specified period following enrollment.

Conditions will be communicated to the family and must be satisfied within the timeframe specified by FIS. Where a condition is not satisfied, FIS may reconsider or withdraw the offer in accordance with the circumstances and applicable school policies.

Wait Pool: The applicant meets the applicable admissions requirements, but a place is not currently available. Placement in the Wait Pool does not guarantee admission.

Non-Acceptance: FIS determines that the applicant does not meet the admissions requirements or that FIS is not currently able to provide an appropriate educational placement.

3.7 Additional Information and Assessment

FIS may request additional information where reasonably necessary to determine whether it can appropriately support an applicant.

This may include previous school records, educational or psychological reports, learning support information, language assessments, medical information relevant to educational participation or safety, interviews, observations, or additional assessments.

If the assessment conducted could not be successfully completed or is outdated, FIS may request the family to participate in the assessment again. A new testing fee may be requested before proceeding.

3.8 Exceptional Circumstances

FIS recognizes that individual circumstances may arise that are not fully addressed by this policy. Where appropriate, the Admissions Committee may consider exceptional circumstances and determine an appropriate course of action consistent with the mission, values, and principles of this policy.

4. Early Admissions Decisions

FIS may make early admissions decisions for up to 6 months in advance for applicants relocating to Japan from overseas. This provision does not apply to applicants already residing in Japan. Early admission is subject to availability in that grade, completion of applicable admissions requirements and payment of applicable fees.

5. Deferment of Enrolment

FIS may approve deferment of a new student's enrolment in exceptional circumstances, including medical or visa-related reasons.

Deferment is subject to Head of School approval and may be granted on a case-by-case basis, subject to duration, availability, and payment of applicable fees.

6. Re-enrollment

Re-enrollment only applies to students who are currently enrolled at FIS and wish to continue their enrollment for the following academic year. **The Admissions criteria in Section 3 do not apply to re-enrollment.**

Families must confirm their intention to re-enrol during the annual online re-enrollment survey. Re-enrollment conditions are based on:

- FIS's continued ability to meet the student's academic, emotional, and wellbeing needs;
- Student behaviour and family conduct being aligned with FIS values and applicable School policies; and
- All financial accounts must be in good standing.

Invoices for the Re-enrollment Fee for the upcoming academic year are issued following completion of the Re-enrollment survey. A student's place is considered secured once the Re-enrollment Fee has been paid by the specified deadline. Any payments received will be first applied to outstanding balances from the current academic year.

Re-enrollment cannot be confirmed until all outstanding fees for the current academic year have been fully paid. Failure to confirm payment by the specified deadline may result in the student's place being offered to another applicant in the Wait Pool.

7. Extended Leave of Absence

FIS may approve an Extended Leave of Absence (LOA) in exceptional circumstances. LOA requests are considered on a case-by-case basis and will normally be limited to periods of **more than six months and no more than one year.**

Approval is subject to an application from the family, agreement to LOA conditions, Head of School approval, and payment of applicable fees.

8. Family Responsibilities During Enrollment

FIS expects students and their parents or legal guardians to provide accurate and complete information relevant to the student's admission, enrollment, safety, wellbeing, and educational needs. Families must keep FIS informed of material changes that may affect the student's circumstances or FIS's ability to provide an appropriate educational environment.

8.1 Updated Information

Parents and legal guardians must notify FIS of material changes to information held by the School and, where required, provide appropriate supporting documentation.

This includes, but are not limited to changes to:

- Student's or parent/legal guardian's address or contact information;
- Student's or parent/legal guardian's legal name;
- Student's nationality;
- Legal guardianship, custody, or parental authority;
- Student's visa or other legal status in Japan;
- Student's living arrangements with a parent or legal guardian; and
- Family circumstances where these may affect the student's safety, wellbeing, guardianship, or continued enrollment.

FIS may request additional information or documentation where reasonably necessary to confirm the student's circumstances or determine whether appropriate arrangements remain in place.

8.2 Visa, Residency, Guardianship and Living Arrangements

Families must promptly inform FIS of any material change to the student's visa, residency, living, or guardianship arrangements. Students must maintain the legal status required to reside in Japan.

In exceptional circumstances, FIS may support a Grade 11 or 12 student with a student visa to remain enrolled through graduation if a parent's working visa can no longer be maintained and transfer would be particularly difficult or jeopardise graduation. Such arrangements require Head of School approval and appropriate immigration, living, guardianship, financial, insurance, and educational support arrangements.

FIS may provide supporting documentation for visa applications but does not apply on behalf of or guarantee approval. Responsibility for maintaining appropriate legal and living arrangements remains with the student and family. FIS may review any approved arrangement if circumstances change.

Where a parent or legal guardian no longer lives with the student in Japan, the family must ensure appropriate living, guardianship, and support arrangements and provide relevant information or documentation to FIS. If such arrangements cannot be maintained, continued enrolment may not be feasible and FIS may require the student to be withdrawn.

8.3 Changes in Marital or Family Status

Parents and legal guardians must inform FIS of any material change in marital or family status that may affect the student's living arrangements, custody, guardianship, or parental authority.

Unless FIS receives legal documentation or a court order requiring otherwise, both parents' contact information will remain on record. Any changes to custody, guardianship, or parental authority must be supported by relevant legal documentation, which FIS will use to determine the applicable arrangements.

8.4 Temporary Absence of a Parent or Legal Guardian

Where both parents or legal guardians will be temporarily away from the student, the family must ensure that FIS has appropriate contact information for a responsible adult who can be contacted and, where necessary, respond to an emergency involving the student.

Families remain responsible for ensuring that appropriate care, supervision, and support arrangements are maintained during the absence of a parent or legal guardian.

8.5 Family Partnership and Conduct

A constructive partnership between FIS, students, and families is essential to a successful educational experience. Students and families are expected to communicate respectfully and honestly, comply with School policies and procedures, provide relevant information, and cooperate with reasonable educational, behavioural, safeguarding, and student-support measures.

FIS may consider documented patterns of serious or repeated non-cooperation or non-compliance, including:

- Failure to follow School policies, safety requirements, support plans, or reasonable instructions;
- Providing false or materially incomplete information or withholding significant information;
- Abusive, threatening, discriminatory, or seriously disruptive conduct; or
- Behaviour that compromises the safety, wellbeing, or effective education of the student or wider School community.

Legitimate complaints, respectful disagreement, or isolated misunderstandings will not, by themselves, constitute grounds for refusal of admission or withdrawal.
Where concerns arise, FIS will, where appropriate, communicate them to the family and provide an opportunity to respond and address them. Serious or repeated unresolved concerns may result in appropriate action, including requesting withdrawal where continued enrollment is no longer feasible or consistent with the best interests of the student or School community.

9. Withdrawal and No-Show

Cancellations and withdrawals must be informed **at least 30 days prior to the effective withdrawal date**. The effective withdrawal date is the desired withdrawal date, unless the withdrawal form is submitted after that date, in which case the form submission date will apply.Enrollment remains in effect until withdrawal is formally completed and all fees will continue to apply.

If a student does not attend at the start of an academic year or confirmed enrollment start date, and FIS is unable to contact the family after multiple reasonable attempts over more than two weeks, FIS may treat the enrollment as withdrawn, determine the effective withdrawal date, and release the student's place.

Any financial consequences of withdrawal or non-attendance will be determined in accordance with the applicable refund policy.

10. Policy Review and Amendments

This policy will be reviewed regularly to ensure alignment with FIS's mission and values and applicable requirements, educational priorities, operational capacity, and the needs of the School community.

School leadership is responsible for reviewing and maintaining the policy and may propose amendments as necessary. Substantive amendments require Board approval. Routine or administrative updates that do not materially change the policy may be made by School leadership and reported to the Board as appropriate.

Version	**Revision Dates**
1.0	January 2012
2.0	September 2020
3.0	October 2021
4.0	February 2023
5.0	November 2026