



Clarence  
International School

# Admission and Enrolment Policy

v25.1.5

## 1. General

Clarence International School (CIS) offers a creative, academically challenging educational programme based on the English Early Years Foundation Stage (EYFS) and the National Curriculum of England, for children aged 18 months to six years old. We place strong emphasis on the arts and creativity. Our curriculum is delivered in English and we expect all pupils to demonstrate reasonable, age-appropriate fluency in spoken English for admission.

### 1.1 Academic Year

- Clarence International School's Academic Year runs from 1st September 2025 to 3rd July 2026.
- The year is split into three terms.

## 2. Admission Criteria

As a minimum requirement, applicants must fulfil the following prerequisites in order to be considered for admission at CIS.

### Tiny Stars

- Applicants must be aged one (1) as of 31st August. We are unable to accept children before they turn 18 months old.
- Shows ability to walk with firm balance for some distance.
- Is able to eat solid food with some assistance (without having to consume milk or baby food.)

### Little Star

- Applicants must be aged two (2) as of 31st August.

### Blue Sky

- Applicants must be aged three (3) as of 31st August.
- Toilet trained (or is working on toilet training by the time of application)
- Shows age appropriate Language, Literacy and Maths skills.

### Rainbow

- Applicants must be aged four (4) as of 31st August.
- Shows age appropriate Language, Literacy and Maths skills.

### Sunshine

- Applicants must be aged five (5) as of 31st August.
- Shows age appropriate Language, Literacy and Maths skills.

In addition to the above, admission decisions may be made at the discretion of the Head of School, taking into consideration factors such as, but not limited to, diversity, classroom availability, English proficiency of parents/legal guardians, and/or already has a sibling enrolled in school, or a CEA sister school.

## 3. Entry and year group placement

3.1 CIS does not administer any formal entry examination for admission at any stage. However, applicants seeking admission into Blue Sky, Rainbow, or Sunshine Classes may be asked to attend a morning, or full-day trial at CIS. The final decision on pupil admission and year group placement is made by the Head of School upon review of the application form.

3.2 If a pupil applies for a place outside the recommended age-group, placement will only be considered in exceptional circumstances at the discretion of the Head of School. The Head of School reserves the right to make the final decision on class placement.

3.3 Year groups at CIS are as follows:

Tiny Stars	18 months to 2 years old
Little Stars	2 years old to 3 years old
Blue Sky	3 years old to 4 years old

Rainbow	4 years old to 5 years old
Sunshine	5 years old to 6 years old

Children move up to the next year group on 31st August of each year. In special circumstances, at the discretion of the Head of School, children may be allowed to remain in the same year group for two consecutive years.

3.4 Children entering into the British primary education system will graduate at the end of Rainbow class. Children entering into Japanese elementary schools will graduate from Sunshine class. Children in Sunshine class are required to choose between a two term, three term or five term option based on the age of the child.

**4. Admissions for children requiring additional support**

4.1 CIS does not offer special support programmes for pupils with specific learning difficulties, or for those entering Rainbow and Sunshine classes at a relatively early stage of English language acquisition. However, admission may be granted to pupils whose individual learning requirements can be met within the mainstream programme without significant intervention.

4.2 CIS will do all that it can to support applicants with physical difficulties where it is practical to do so given the building constraints of our campus facilities.

4.3 Parents of a child who has any disability or special educational needs should provide CIS with full details upon application. CIS needs to be aware of any particular requirements which may affect a child's ability to take full advantage of the education provided at CIS. If we agree to accept a pupil requiring significant support, parents may be asked to pay for additional costs that may be incurred to make this possible.

**5. Admissions Process**

**5.1 Admissions timeline**

The CIS school year starts in September. However, children can join CIS at any time during the year if space is available. Offers for the new school year's admission are issued from April onwards.

5.2 The application process, including the school tour, at CIS is conducted in English. At least one parent should be able to communicate with the school in English, or provide a suitable translator to ensure smooth running of the tour.

5.3 All parents applying to CIS must complete a school tour first. For those who are unable to attend the tour physically, CIS provides online information sessions regularly.

5.4 Upon the completion of the school tour, applications must be made by completing an online application form through OpenApply, CIS's official admissions portal. By submitting an application, parents consent to their, and their child's personal information being stored and used by CIS in accordance with its Privacy Policy.

5.5 Parents are required to upload a scanned copy of their, and their child's, passport information page as proof of identity. A scanned copy of a valid resident status document is also required for children without Japanese nationality, to show that they reside in the country legally – this requirement is waived for families producing evidence that they are in the process of relocating to Japan.

5.6 If deemed necessary, at the discretion of the Head of School, CIS may ask for the submission of an academic reference, which parents are required to cooperate with.

5.7 Parents must ensure that all information provided in the application form is accurate and up to date. Incomplete application forms cannot be processed and parents will be contacted to complete any missing information.

5.8 Parents agree to pay an Application Fee of ¥20,000 upon applying. Applications will only be assessed after the Application Fee is received by CIS. This fee is non-refundable under any circumstances.

5.9 Before applying to CIS, parents must acknowledge they have seen and agreed to all CIS policies, including the Finance and Fee Policy.

5.10 CIS only accepts applications from those who show evidence of parental authority or legal guardianship over a child. Where there are two parents, correspondence from one of them is considered to represent the will of both parents.

## 6. Decision

6.1 After receipt of a fully completed application form, application fee and, where necessary, completion of a school trial, parents will receive the one of the following decisions:

- Offer

Where children are deemed to have met the eligibility criteria for admission, and a space is available an offer will be made. To accept the offer, parents are required to pay an Enrolment Fee within a designated deadline to secure their child's place. Please refer to **7. Confirmation of Place** for more information.

- Offer with conditions

Where children do not quite meet the eligibility criteria, an offer with conditions may be issued. In this case, the condition must be accepted along with the offer in line with the deadline as explained above. The details of the condition will be explained clearly within the offer letter.

- Waiting List / Waiting List with conditions

Where a child meets the eligibility criteria, but there is no place available, an offer will be made to join the Waiting List (refer to **6.2 Waiting List** below.) Waiting list offers can also contain conditions. When a place becomes available, an offer will be made and must be accepted before the deadline as explained above.

- No Offer

In the case that a child does not meet the eligibility criteria, an offer will not be made.

### 6.2 Waiting List

If there is no availability at the time of admission, applicants may be placed on a waiting list. CIS operates separate waiting lists for domestic and international pupils. In principle, in order to maintain the diversity of the school, international applicants will be prioritised. Applications to join the waiting list can be made as soon as the Application Form is submitted and the Application Fee has been paid.

6.3 Offers are made in good faith that all information and documents provided by the parents in the application are genuine. Failure to provide genuine information or documents can result in the application process being terminated and any offer being withdrawn.

## 7. Confirmation of Place

7.1 Parents receiving an offer of admission are required to respond within the date specified in the letter, indicating whether or not they accept the offer. An offer may be withdrawn without prior notice if CIS does not hear back from the parents during this time frame.

7.2 Parents accepting an offer are required to pay an Enrolment Fee of ¥220,000 to secure their child's place. This fee must be paid within the date of invoice in order for the offer to remain valid. This Fee is non-refundable under any circumstances.

## 8. Documents to submit

### 8.1 Documents to submit upon enrolment

The documents listed below must be submitted before your child starts attending CIS.

- Your child's health check-up result
- Copy of your child's medical certificate (Iryo-sho)
- Copy of your child's insurance card
- Copy of your child's vaccination record
- Allergic Disease Daily Life Management Guidance Chart (if your child has an allergic disorder)

#### 8.2 Documents to submit upon renewal

The documents listed below must be submitted before the renewal.

- Allergic Disease Daily Life Management Guidance Chart (if your child has an allergic disorder)

※Parents must submit a new copy to the school office as soon as there are changes to the documents above.

### 9. Language

9.1 The CIS curriculum is delivered in English and we expect all pupils to demonstrate reasonable, age-appropriate fluency in spoken English for admission.

9.2 At least one parent should be able to communicate with the school in English.

9.3 Any document not written in English must be accompanied by a certified translation when it is submitted.

9.4 All communications from school, including letters and phone calls, are conducted in English.

9.5 Whereby parents cannot communicate effectively with the school in English, they are expected to provide a translator.

### 10. Leave of absence

10.1 Requests for leave of absence due to unavoidable circumstances can only be accepted if:

- The return date is determined and the absence is more than 1 week consecutively.
- The absence period must be within 12 weeks, counting only preschool days. Absence during all day Daycare programme weeks, Holiday School programmes or periods when school is closed will not be counted.
- Regardless of the reason, a leave of absence may only be applied once a term.
- Please submit your leave of absence form **two months prior to the end of each term** in order to process the absence for the following term. We will not be able to accept your request once passing this deadline.

If a long term absence occurs unexpectedly during Term/Academic Year time and fees have been paid, refunds cannot be made as per our ***Finance and Fees Policy***.

10.2 Please ensure outstanding invoices are settled before taking a leave of absence. Taking a leave of absence before settlement, leave longer than 12 weeks, or leave with an undetermined return date will be automatically regarded as a formal withdrawal from CIS.

10.3 After withdrawing from the school, if a child wishes to return, they will be expected to undergo the full enrolment procedures, including paying the Registration Fee.

### 11. Renewal

11.1 The renewal process takes place once a year. Once payment is received for the 1st term, or for the year of the pupil's enrolment, the pupil's place will be reserved based on the initial application details (number of days of attendance, days of the week, programme, etc.) throughout the remaining school year. Parents are responsible for notifying CIS of any change requests or withdrawal notice in advance.

11.2 A pupil's place is automatically renewed at the end of the academic year based on the current enrolment status (number of days of attendance, days of the week, programme, etc.) or the terms stated in the class condition (e.g. attending 5 full days from

Blue Sky class). Payment methods will also be renewed based on current application, unless otherwise notified. Parents will be notified in advance of the renewal period, and have the opportunity to withdraw or change details to the pupil's enrolment ahead of renewal.

11.3 Parents can choose three different payment methods: Annual Full Package Payment, Annual Payment or Termly Payment.

11.4 In order to secure the pupil's place for the following academic year, the term or annual tuition and other fees must be paid in full before the deadline.

11.5 If parents have selected termly payment, an invoice will be sent according to your current application automatically if CIS have not been notified of any change requests or withdrawal by the provided deadline.

## 12. Course changes

12.1 To increase the number of days or hours or change the days that your child attends school for the following term, a **Course Change Form** must be submitted **two months prior to the end of the previous term**. Course changes can only be made once per term and are subject to available capacity. The change request is not guaranteed until parents receive a confirmation from CIS. If we are unable to accommodate your request, your request will be placed on hold until there is movement in the availability.

## 13. Outdoor Activities

CIS carries out various outdoor activities such as excursions to support our curriculum throughout the year. As a general rule, all of these activities are attended by all members after enrolment.

## 14. Withdrawal and Termination

### 14.1 Withdrawal

To initiate the withdrawal process, the pupil's parent or legal guardian must submit a **Withdrawal Form two months prior to the end of each term**. Parents may choose to withdraw from CIS before the new term or year without any penalty or additional fees if the document is submitted within the deadline. The CIS No Refund Policy will apply if a withdrawal happens during the school term, or year, for any pre-settled payment.

### 14.2 Termination

"Clarence International School" is operated by the private company Clarence Education Limited (Registered address 3-16-25 Nishi Azabu, Minato-ku, Tokyo). Education provided by CIS and the company is deemed as "Services" by the Japanese law. The term of the service is the academic term or year for which the legal guardian, on behalf of the pupil(s) under the age of 18, has signed up and paid.

CIS and Clarence Education Limited reserve the right to terminate the services at the end of each service term and refuse to renew and offer future services in the event of:

- 1) Significant breach of CIS rules and regulations - as specified in the CIS Policies and "Handbook for Parents - Guidelines and Procedures" and the failure to realise improvement after requests and warning from the school.
- 2) Missed payment(s) of Tuition Fees and/or other fees.
- 3) Any persistent or repeated irreconcilable differences or disagreements between CIS and the parents or legal guardians of the pupil.
- 4) Failure to complete the renewal procedure by the stated deadline.

The Head of School reserves the right to terminate the services at the end of each service term at their discretion.

## 15. Disclaimer

15.1 By accepting admission to CIS the parent or legal guardian agrees that the School and Clarence Education Ltd shall not be liable for any loss and damage suffered as a result of death, personal injury or loss of any kind whatsoever which the pupil may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the school, the company, its staff or employees.

15.2 This policy is reviewed regularly and may be subject to revision.