



RIKKYO SCHOOL

ADMISSIONS POLICY & PROCEDURE

Lead Person for Policy: Mr M Imada

This policy applies to the whole school

The Policy is available to the school staff via share point

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster. The Board of Governors will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

Signed:

岡野 透
Dr T Okano
Headmaster

J N Pratten
J N Pratten
Chair of GAB

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Relevant Statutory Regulations: ISSR part 6, para 32(3)(a), Children Missing Education (September 2016), Data Protection Act 2018, Human Rights Act 1998, Freedom of Information Act 2000, and the Equality Act 2010.

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Aims: To comply with the School Admissions Code of Practice, to establish and maintain a fair and open admissions policy, and to ensure compliance with all relevant legislation connected to this policy.

Introduction: Rikkyo School ('the School') is a co-educational, boarding school for children aged 10 -18 years providing a through-school education based on Christian principles. Although Rikkyo School has a Christian foundation, the School does not select for entry on the basis of religious belief. Our assemblies, celebrations and services at school and elsewhere are inclusive and all students are expected to attend.

The School also accepts children from all other backgrounds, faiths (and no faith) and across a broad range of ability. The School recognises children progress at different times and offers a fully inclusive education to nurture the best possible outcomes for all students. No applicant will be treated less favourably during the admissions process on the grounds of any of the relevant protected characteristics listed in the Japanese Equality Act 2021 and NISE - National Institute of Special Needs Education 国立特別支援教育総合研究所 2008 (www.nise.go.jp) . The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as may be necessary. The School's mission statement is available on the School website: www.rikkyo.co.uk . This policy can be made available in larger print or a more accessible format if required. For the purpose of this policy, "**parent**" shall include a guardian, carer or any other person with parental responsibility for a student or prospective student of the School.

The main entry point to the School are from the age of 10 onwards at the beginning of the academic year in April. In- year applications are considered if space is available and for those with extenuating circumstances. For entry to the School at any level, prospective students and their parents may visit the School and meet with senior staff; however, flights from Japan are expensive and personal visits not always possible. Parents and prospective students can attend any of the Open Days and Saturday tours as advised and may also request a personal tour at any other time by contacting the Reception admissions@rikkyo.co.uk. The School will also obtain a confidential report from the student's previous or current school (where relevant to year of entry). This enables the School to offer places to those for whom our style of education seems most appropriate; for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered. If parents consider that their child will require any additional support during the admissions process, as a result of a disability and/or special educational need, they should discuss this with the School as soon as possible. Rikkyo School tries broadly to maintain a 50/50 balance of boys and girls (having regard to gender reassignment, where applicable) and this is also taken into consideration when offering a place, as well as maintaining a broad balance of academic ability.

Equality Impact Assessment: under the Japanese Equality Act we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Race Disparity Audit: Although there has been no Race Disparity Audit in Japan we acknowledge the findings of the UK Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system. Differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, have a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy: the practical application of this policy will be reviewed annually or when the need arises by the Headmaster and the Anglo Japanese Executive Committee. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Japanese Board of Trustees for further discussion and endorsement.

Role of the Headmaster: The Headmaster will:

- ensure all prospective parents are fully aware of the admissions criteria and how to apply;
- ensure that all applications are looked at fairly and openly;

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- work in conjunction with the Senior Management Team to ensure all school personnel, students and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with students, school personnel, parents and governors; and
- annually report to the Governing Board of Trustees on the success and development of this policy.

Role of Parents: Parents must:

- be aware of and comply with this policy;
- apply by using the appropriate application form found on the Rikkyo School website;
- Must be aware the school is selective, and admission is based on ability, students must pass an entrance exam; and
- Must understand that students will only be admitted if they are able to follow the Japanese curriculum in the Japanese language (Fluency in the Japanese language is essential).

Except in unusual circumstances where setting dictates, class sizes will be of 20 or below. Although the school does not select according to ability, the following should be considered by parents before registering for a place. We encourage prospective parents to talk to our admissions department before visiting the School, or registering for a place to ensure the School is a suitable learning environment for their child/children.

- All applicants will be expected to access the School's curriculum or access the curriculum with reasonable adjustments for those who have additional learning needs.
- The School is not a specialist school and has limited resources to support students with mild learning needs.
- Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to participate fully in the education provided by the School or this admissions process.
- The School has limited provision to support mild learning needs. Applications are taken on a first come first served basis and applicants will be placed on a waiting list once the school has reached capacity in so far of specialist support is concerned.
- The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible assessment that the School considers necessary to make a fair assessment. It may be the School requests more up to date or recent assessments to be able to offer a School place.
- We require that all education/schools are declared on the application from the start of school education from Reception class where appropriate to the country of origin.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- Taster days will not be offered to prospective students until the admissions team are satisfied that conditions of entry can be met to ensure the wellbeing of the child.
- Taster days are not an offer of a place at the School.
- Children wishing to join the School from outside of the UK must ensure that they have appropriate immigration permission and all required travel documents (if applicable) to study in the UK.

Failure to disclose all relevant information during the application process may result in a place subsequently being withdrawn.

During the application process (takes place in Japan), parents and students will be interviewed by a member of the admissions team (includes the Head of Admissions). The application information will be discussed, and further themes explored such as whether:

- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Headmaster, be managed within the School's normal provision.
- the offer of a place would not create an imbalance of needs within the year group.
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- the offer of a place would jeopardise the performance and progress of their peers.
- whether the applicant's present school fees have been paid (if applicable) and that parents are in a position to pay school fees.

If, after reasonable adjustments have been considered, the School feels it is unable to adequately cater for the needs of those children with disabilities or additional needs, parents will be informed why an offer of a place will not be made.

Stages of education at Rikkyo School:

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- The School's main policy is to educate students to the standards required for entry into universities in Japan, whilst taking advantage of the unique geographical location of the School through introduction of some of the English curriculum and extra-curricular activities
- There are three levels of study: Primary School (10-12 years); Middle School (12-15 years); and High School (15-18 years)
- All lessons are carried out in Japanese by qualified Japanese teachers except when teaching the English language and those lessons are carried out by qualified EAL teachers.

Conditions of admission:

- All conditions of entry to the School are fulfilled.
- The School receives the full requested deposit.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- Where the School determines that it is unable to adequately meet the child's needs and it is not in the child's best interests to remain at the School, the Headmaster may ask the parents to withdraw the child from the School (subject always to the School complying with its equality obligations).
- On admission, parents are advised that termly fees are due on the first day of the new term and interest will be due on fees after this date. If the School fee account is not paid within 21 days into the new term, the School place will be withdrawn unless direct contact with the Headmaster and Bursar has been made and a payment plan agreed.
- Those students on roll under the tier 4 UKVI visa must adhere to attendance conditions as in their offer letter and failure to do so may result in their place being removed.
- Parents agree that they will attend meetings called by the Headmaster, or member of the senior management either in person or remotely to ensure the parent/child teacher/School relationship is productive and consultative leading to the best outcomes of their child.
- Parents understand that the use of social media to discredit the School and/or persons associated with the School directly or indirectly in any way whatsoever will result in their child's place being withdrawn.
- Parents agree to act respectfully and courteously at all times to all those in our School community and inappropriate behaviour including vexatious complaints, directly or passively aggressive written or verbal communication, will not be tolerated and will result in the School place being withdrawn
- Students must be fluent in the Japanese language, to be able to follow the Japanese curriculum in the Japanese language

In all cases, admission to the School is at the Headmaster's discretion and parents will agree to sign the admissions conditions of acceptance prior to starting the School.

Admissions Process Registration: Applications for registration will be processed in the order in which they are received. A digital application form can be completed on our website. The Registration Form must be accompanied by payment of a Registration Fee which is non-refundable regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to visiting the School. Registration does not constitute an offer or guarantee of a place.

Scholarships: Details of all scholarships, bursaries and discounts are available on the School's website.

Offer and Acceptance of a Place: Once the completed Registration Form and fee is received, the child's name will be added to the relevant age group list. There will be circumstances where a child might be placed in a year group above or below their actual age and this will be discussed prior to offer of a place. Places may occasionally be offered to students out of year group where there is good reason for this. Priority of an offer of a place will be given to applicants with siblings already at Rikkyo School. While most siblings will join us at the School, admission for a sibling is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. Allocation of places will also take into account the aim to retain a broad balance of male and female students.

Appeals Procedure: Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the school website www.rikkyo.co.uk

Sharing Information with the Local Authority: The School is required to notify the local authority within five days when a student's name is added to the admission register at a non-standard transition point. The School will provide the local authority with all the

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information held within the admission register about the student. The School will notify the local authority when we are about to remove a student's name from the school admission register. This duty does not apply when a student's name is removed from the admission register at standard transition points. When removing a student's name from the admission register, the notification to the local authority must include:

- (a) the full name of the student
- (b) the full name and address of any parent with whom the student normally resides
- (c) at least one telephone number of the parent
- (d) the student's future address and destination school

Records: Applicants' details will be held on file in line with data protection legislation and the School's Privacy Notice and Data Protection Policy.

Linked Policies:

- Data Protection and the General Data Protection Regulation (GDPR)
- Equality

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings.