ADMISSIONS POLICY & PROCEDURE

This policy applies to the whole school

The Policy is available to the school staff via Sharepoint

Policy number	EN08a.2
Policy owner	Headmaster
Applies to	Whole school; applicants, prospective pupils and their parents
Policy updated	October 2026
Approval status	Draft for governance approval
Next review	October 2027, or earlier following a material legal, regulatory or operational change
Related policies	Safeguarding and Child Protection; Equality; SEND; Data Protection and Privacy Notices; Parent Contract and Acceptance Form (EN08a.3); Behaviour; Exclusion and Required Removal; Complaints; Attendance

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: This policy is intended to comply with the Education (Independent School Standards) Regulations 2014, the Equality Act 2010, the School Attendance (Pupil Registration) (England) Regulations 2024, applicable immigration requirements, UK data protection legislation and other legislation relevant to independent schools in England. Where admissions activity is undertaken in Japan, the School will also comply with any Japanese legal requirements that apply to that activity, including applicable personal information protection requirements.

Monitoring and Review: The Headmaster will monitor the implementation of this policy throughout the year. The Board of Governors will review the policy and its implementation annually and after any material change in legislation, regulatory guidance or the School's admissions arrangements. The review will be recorded in writing, identified deficiencies will be addressed promptly, and the current approved version will be made available to relevant staff.

Relevant Statutory and Regulatory Framework: The Education (Independent School Standards) Regulations 2014; the Equality Act 2010; the Education Act 1996; the School Attendance (Pupil Registration) (England) Regulations 2024; the Children and Families Act 2014, where applicable; the Data Protection Act 2018 and UK GDPR; the Human Rights Act 1998; applicable immigration legislation and current Student Sponsor guidance; and the Act on the Protection of Personal Information of Japan where it applies to admissions activity or personal information handled in Japan.

Aims: To establish and maintain a fair, transparent and lawful admissions process and to ensure compliance with all legislation and regulatory requirements applicable to an independent school in England and, where relevant, to admissions activity undertaken in Japan.

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 accepts applicants from different backgrounds, faiths and beliefs, including applicants with no religion or belief, and across a broad range of ability, subject to its published admissions criteria. No applicant will be treated less favourably during the admissions process because of a protected characteristic in circumstances prohibited by the Equality Act 2010. The School will take reasonable steps to make its application procedure and information accessible to disabled applicants and will make reasonable adjustments where required. Any personal information collected in Japan will be handled in accordance with applicable Japanese personal information protection requirements as well as the School's UK data protection obligations. 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 another accessible format if required. For the admissions process, parent includes a parent, guardian, carer or other person with parental responsibility for an applicant. After acceptance, Parents has the meaning given in the Parent Contract and means each person who signs the Acceptance Form as a holder of parental responsibility.

The main entry point to the School is from age 10 at the beginning of the academic year in April. In-year applications may be considered where a place is available. Prospective students and their parents may visit the School and meet senior staff, although the School recognises that travel from Japan may make an in-person visit impracticable. Open days, tours and remote

meetings may be arranged through the School's admissions team using the contact details published on the Rikkyo School website. The School may obtain a confidential report from the applicant's current or previous school where relevant and with an appropriate lawful basis. Admissions decisions will be made by applying the published criteria consistently, including academic suitability, Japanese-language proficiency, the applicant's ability benefit from the School's curriculum and boarding provision, safeguarding considerations, available places and the School's ability to meet any identified needs after reasonable adjustments have been considered. Parents who consider that their child may require adjustments or additional support during the admissions process should discuss this with the School as early as possible.

Equality Impact Assessment: The School will not discriminate unlawfully against an applicant or prospective pupil contrary to the Equality Act 2010. It will consider reasonable adjustments for disabled applicants and will keep its admissions criteria and decisions under review for discriminatory impact. Admissions activity conducted in Japan will also comply with any Japanese law that applies to that activity. Japanese law is not relied upon as a substitute for the School's obligations under English law. to

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 Governing Advisory Board (GAB). 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;
- 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, class sizes will normally be 20 or fewer. The School is academically selective and applicants must be able, with any reasonable adjustments required by law, to access the Japanese curriculum taught principally in Japanese. Before registering, prospective parents are encouraged to discuss the School's curriculum, language requirements, boarding environment and available support with the admissions team so that the School can assess the application fairly and parents can consider whether the School is likely to be suitable for their child.

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 will consider each application individually and will assess whether the applicant can access the curriculum and boarding provision with reasonable adjustments. Decisions about available support will be based on the applicant's evidenced needs, the adjustments required, the School's available provision and any relevant professional advice. Applicants will

not be placed on a separate waiting list merely because they have a disability or special educational need.

The School may request medical, educational or psychological information where it is relevant and reasonably necessary to understand an applicant's needs, identify reasonable adjustments or assess whether the School can provide suitable education and boarding arrangements. The School will explain why the information is required and handle it in accordance with its privacy information and data protection obligations. Where a new assessment is reasonably necessary for a fair decision, it may be arranged by the parents, by the School or jointly, and responsibility for its cost will be agreed in accordance with the Parent Contract and the circumstances of the case.

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.
Where an offer includes agreed support arrangements, the School and parents will review those arrangements if they are not implemented or are no longer effective. Parents must cooperate with reasonable requests for relevant medical, educational or psychological information in accordance with the Parent Contract. Before withdrawing an offer prior to entry, or considering required removal after entry, the School will identify and consider reasonable adjustments, consult the parents and pupil where appropriate, review relevant professional evidence, consider alternative support and follow the Equality Act 2010, the Parent Contract and the applicable review procedure.

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.

Parents must provide complete and accurate information reasonably required for the School to assess the application, safeguarding arrangements, immigration requirements and any support or reasonable adjustments that may be needed, and must keep that information up to date. This includes information about health, medical conditions, disability, special educational needs, allergies, immigration status, relevant court orders and previous education. A material misrepresentation or withholding of important information may lead to withdrawal of an offer before entry or action under the Parent Contract after acceptance. Before taking such action, the School will consider the significance of the information, whether it affected the admissions decision or the School's ability to meet the pupil's needs, any explanation provided, reasonable adjustments, the pupil's best interests and the School's contractual, equality and safeguarding obligations. Parents will be informed of the reasons and the applicable review or complaints process.

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, disabilities and special educational needs, if any, have been considered individually; reasonable adjustments have been identified and considered; and the available evidence, consultation with parents and appropriate professional advice indicate that the applicant can access the School's curriculum and boarding provision safely and successfully.
- the School can meet the applicant's educational, pastoral, safeguarding and boarding needs, after considering reasonable adjustments and the relevant evidence, without compromising the safe and effective education of the applicant or other pupils.
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- the School can meet the applicant's educational, pastoral, safeguarding and boarding needs after reasonable adjustments and relevant evidence have been considered, without compromising the safe and effective education of the applicant or other pupils.
- whether the applicant's current school fees are outstanding, where this is relevant to the application, and whether the parents have provided any financial information reasonably requested under the School's published admissions requirements or the Parent Contract.

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:

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)

Lessons are taught in Japanese and English, according to the subject and stage of education. Japanese-language teaching is provided by suitably qualified teachers, while English-language teaching is increasingly delivered by professionally qualified English teachers. Applicants must have sufficient proficiency in Japanese to access the Japanese elements of the curriculum and must be able to participate effectively in the School's developing bilingual provision.

Conditions of admission:

All conditions of entry to the School are fulfilled.

The School receives the Entrance Fee specified in the Acceptance Form and Schedule of Fees.

Where an offer or continued attendance includes agreed support arrangements, the School and parents will review those arrangements if they are not implemented or are no longer effective. Parents must cooperate with reasonable requests for relevant medical, educational or psychological information in accordance with the Parent Contract. Before withdrawing an offer prior to entry, or considering required removal after entry, the School will identify and consider reasonable adjustments, consult the parents and pupil where appropriate, review relevant professional evidence, consider alternative support and follow the Equality Act 2010, the Parent

Contract and the applicable review procedure.

Where the School has evidence that it may no longer be able to meet a pupil's needs, it will review the pupil's needs and provision, identify and consider reasonable adjustments, consult the parents and pupil where appropriate, obtain relevant professional advice, consider alternative support and assess the pupil's best interests. If the School cannot reasonably accommodate the adjustments or provide the nature or level of support required, it may consider required removal only in accordance with the Parent Contract, the Equality Act 2010,

safeguarding obligations, the Exclusion and Required Removal Policy and the contractual review procedure.

Fees, supplemental charges, interest and recovery costs are payable in accordance with the Parent Contract, Acceptance Form, Schedule of Fees and any agreed payment arrangement. Fees are normally due on the first day of term. If sums remain unpaid, the School may take the steps permitted by the Parent Contract, including restricting attendance while fees remain unpaid and, where payment remains outstanding for 14 days after a reminder, terminating the contract by written notice. Before ending a pupil's place, the School will also consider applicable consumer, equality, immigration and safeguarding obligations.

Pupils sponsored by the School under the Child Student or Student route must comply with the conditions of their immigration permission and the School's attendance requirements. Parents must provide and keep current the information and documents required to establish the pupil's right to enter, live and study in the United Kingdom. The School will retain required right-to-study and sponsorship records, make reports to the Home Office where required and may withdraw sponsorship or take action under the Parent Contract where immigration permission is absent or sponsorship requirements are not met. Any decision affecting enrolment will also take account of safeguarding, equality and contractual obligations.

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 must comply with the Parent Contract and School Rules, including the standards governing communications and conduct. Social-media activity involving the School will be considered under those provisions and the School's applicable policies. Unlawful, threatening, harassing, confidential or seriously disruptive material may lead to proportionate action. Legitimate concerns, complaints, safeguarding reports and lawful criticism will not be treated as misconduct merely because they are critical. Any required removal of a pupil because of parental conduct will follow the Parent Contract, the Exclusion and Required Removal Policy and the applicable review procedure.

Parents are expected to cooperate with the School in good faith, maintain a constructive relationship with staff, attend meetings where their child's interests require it, and ensure that the tone, content, volume and nature of communications are reasonable and appropriate. Where parental conduct is unreasonable, threatens or harasses others, seriously disrupts the School, adversely affects pupils' progress or staff wellbeing, brings the School into disrepute, or breaches the Parent Contract, the School may consider required removal under the Parent Contract and the Exclusion and Required Removal Policy. The School will explain the concern, allow a reasonable opportunity to respond, consider relevant circumstances and alternatives, and provide the contractual review route.

Students must be fluent in the Japanese language, to be able to follow the Japanese curriculum in the Japanese language

Admissions decisions are made by the Headmaster or an authorised admissions panel in accordance with this policy, the published admissions criteria and the School's equality, immigration and safeguarding duties. Reasons for refusal will be recorded. A place is not contractually accepted until the completed Acceptance Form has been signed by each person required by that form and the Entrance Fee has been received. Thereafter, the relationship between the parents and the School is governed by the Acceptance Form, Schedule of Fees and Parent Contract.

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.

Offer and Acceptance of a Place: Once the completed Registration Form and Registration Fee are received, the child's application will be processed for the relevant age group; registration does not constitute an offer or guarantee of a place. Where there is good educational reason, a place may be offered in a year group above or below the child's chronological age after discussion with the parents. Priority may be given to applicants with siblings already at Rikkyo School, but sibling admission is not automatic and every applicant must satisfy the published

admissions criteria. Places will be allocated by applying those criteria consistently and without unlawful discrimination. An offer is accepted only when all required holders of parental responsibility submit the completed Acceptance Form and the School receives the Entrance Fee specified in that form and the Schedule of Fees. On acceptance, the Acceptance Form, Schedule of Fees and Parent Contract form the binding agreement between the parents and the School.

Review and Complaints Procedure: There is no statutory independent-school admissions appeal under the School Admissions Code. Before a place is accepted, a parent who believes that this policy was not followed, relevant information was not considered or the decision involved unlawful discrimination may ask the School to review the decision. A person not responsible for the original decision should conduct the review where practicable, and the outcome and reasons will be provided in writing. A complaint about the conduct of the admissions process may be made under the School's published Complaints Procedure. After acceptance, any review of exclusion, required removal or contractual termination will follow the Parent Contract, the Complaints Procedure and, where applicable, the Exclusion and Required Removal Policy.

Sharing Information with the Local Authority: The School will maintain its admission register electronically and provide returns and notifications to the local authority in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current statutory attendance guidance. This includes notifications when a pupil is added to or removed from the admission register where the regulations require them, together with the prescribed information and within the applicable timescale. A pupil's name will be deleted only on a ground permitted by the 2024 Regulations. The School will also make safeguarding referrals or share information with the local authority where required or permitted by law. Information will be limited to what is necessary and handled in accordance with the School's data protection obligations.

Records: The School will process applicants' and parents' personal data in accordance with the Data Protection Act 2018, UK GDPR, the School's Privacy Notice and Data Protection Policy and, where applicable, Japan's Act on the Protection of Personal Information. Admissions information will be collected for specified purposes, limited to what is necessary, kept accurate and secure, retained only for the applicable retention period and shared only where there is a

lawful basis. The relevant privacy information will explain the purposes of processing, lawful bases, recipients, international transfers, retention periods and individual rights. Special category data, including health and disability information, will receive additional protection.

Linked Policies:

Data Protection and the General Data Protection Regulation (GDPR)

Equality

- Parent Contract and Acceptance Form (EN08a.3)

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.