

# **ADMISSIONS POLICY**





## **Introduction**

Summerhill International School is an environment that provides a rigorous standard of education with English as the language of instruction. We accept applications from students with various cultural backgrounds. All students from families with an international mindset, who share the same belief in our core values will be a great fit. Students who are not fluent in the English language will be supported, and will benefit from the education Summerhill offers equally.

The following information is meant for internal use by the school administration and the faculty. It aims to outline the processes and guide the procedures of the admissions office in its processing of applications.

Any changes to the process outlined below will require the authorization of the leadership team. This policy will be reviewed and the information updated annually in August of each year.

The Application Process is in place to ensure that students can successfully access the curriculum within a reasonable time and to thrive in our English-language learning environment.

English is also the primary language for communicating with parents. It is recommended that at least one parent or guardian is able to communicate comfortably with school personnel in English. In addition, parents must be able to access electronic communications from the school (email and web-based platforms).

Please refer to our Language Policy for more details on eligibility requirements around the English language. The Language Policy and Assessment Policy must be read and understood, and parents will need to acknowledge their understanding by signing the designated area in the application form.

## **Our Programs**

Our IB Primary Years Program learning is designed to encourage curiosity in an integrative way. A balance is sought between the acquisition of essential knowledge and skills, development of conceptual understanding, demonstration of positive attitudes, and taking responsible action.

In the development of our learners, we emphasize the characteristics of:

- Inquirer
- Knowledgeable
- Thinker
- Balanced
- Communicator
- Principled
- Open-Minded
- Caring
- Risk-Taker
- Reflective

## **Application Process**

### 1. Inquiry

- Phone
- E-mail
- Visit (School tour or info session)
- Online tour

### 2. Preparation

- Application Forms
- Supplementary Documents

### 3. Interview & Assessment

#### **Inquiry**

When a family inquires about Summerhill, the Admissions Office first answers all questions they may have about the school, and then encourages them to visit the school. School visits are the best opportunities for families to meet the Admissions team and to see the facilities and classrooms in session.

When a family is not able to come in for a school tour, the Admissions Office provides as much information as possible over the phone, email or online tour.

#### **Application Forms and Supplementary Documents**

All applicants must submit the following by email:

##### **(1) To Apply:**

- Completed Application Form
- Completed Attendance Form

**(2) Before Assessment (K2-K5):**

- School records:
  - (PYP K3-K5) Students who attend a pre-school, nursery, or daycare are asked to submit Summerhill's recommendation form, completed by the class teacher, and a copy of recent progress report.
- Additional reports, including from specialists if applicable
  - A report of testing if the student has received or is receiving any supplementary school services or outside of school support. These may include: learning resources support, speech and language therapy, counseling, behavior modification, etc.
  - An exit report and recommendations for future learning if the student is no longer receiving these services

**(3) After receiving the Acceptance Letter:**

- Medical forms (to be completed by a parent)
  - Medical forms must be completed before the student can begin school.
  - Required immunization information.
- Passport copy of the child (for international Families) \*include the name and date of birth page.
- Maternity booklet (for Japanese Families) \*include the name and date of birth page.
- Photo Consent Form
- Allergy Action Plan (if applicable)

**(4) After receiving the Welcome Letter:**

- Signed pledge from the last page of Parent Handbook
- School Bus Form (if applicable)
- Child Pick-up Authorization Form (if applicable)

**Age of students:**

- The cut off date for age placements is August 31
- Age requirements are as follows
  - K1: 15 months old (must be walking)
  - K2: 2 years old
  - K3: 3 years old (must be toilet trained)
  - K4: 4 years old
  - K5: 5 years old

**Appointments for interviews and assessments**

- We invite parents for an interview at the time of the school tour
- Upon reviewing the application, student's school records and recommendation(s), we invite the student for an assessment

- The Admissions office contacts the students' parents/guardians to set up an assessment appointment. If for any reason, the family requests for an online assessment we will do our best to accommodate.
- Students from overseas schools are asked to participate in an online interview with the parents and assessment of the student.

## **Assessment**

Students are asked to come to school for an informal play session in the classroom before a formal acceptance can be offered.

## **Acceptance Decisions**

The Admissions team, including the principal, reviews all applications. The Principal makes the final admissions decisions in consultation with the leadership team.

No student may be denied admission due to nationality, race, or religion; all students who meet the academic and behavioral expectations of our school are accepted. The admissions office denies a student **only** when it believes that it is not in the best interest of the student to join Summerhill and/or when it believes that the school is unable to serve the specific learning or behavioral needs of the student.

## **Conditional and probationary acceptances**

- For future acceptances, Summerhill uses conditional acceptances.
- All letters of conditional acceptance must offer clear and precise conditions upon which the student has been accepted.
- All letters of conditional acceptance must offer a time frame by which the condition(s) must be met.
- All letters of conditional acceptance must offer clear suggestions as to how the conditions can be met by the student.
- All letters of conditional acceptance must offer clear suggestions as to how the school can support the student in meeting the condition(s).
- All letters of conditional acceptance must state who determines whether or not the condition has or has not been met within the given time frame.
- The principal is responsible for following up with conditional acceptances to see if the student has met the conditions of acceptance such that the student's acceptance becomes a regular acceptance.
- The principal determines the consequences and next steps when conditions of acceptance have not been met.

## **Deadlines and timeline**

### **The Admissions Timeline**

- Applications are accepted at any time. Applicants may apply to enroll any time throughout the year.
- If a student is accepted, but the class is at full capacity, the student will be waitlisted.

## **Notifications**

- Decisions are made by the Principal.
- Families who have been accepted are sent an acceptance letter by the school office.
- The school office informs families of students whose applications have not been accepted with an email.
- Letter to announce the student has been put on the Waiting List (if the class is full), is prepared and sent to the family, by the school office.
- An invoice (Registration Fee and/or Tuition and all other relevant Fees) prepared by the Accounting Department will also be sent shortly after the Letter of Acceptance.

Upon accepting a placement offer from Summerhill, the family will accept and consent to all Summerhill policies, terms, and conditions of enrollment. Parent/guardian/student non-agreement or non-compliance with the Summerhill enrollment policy may result in withdrawal, admission, or exclusion from enrollment. All families will consent and sign to the below:

### **Disclosure, Consent, and Permissions:**

- I confirm that I am this student's parent or legal guardian, that I have full authority to enter into this contract, and that by consenting to these policies, terms, and conditions, consent by all other legal guardians of this student is implicit.
- I understand and agree that failure to fully disclose any and all information as requested on the Summerhill requested forms may result in incorrect grade or program placement, nullified acceptance, or withdrawal of enrollment.
- I give permission for Summerhill to receive and release information from or to any of my/our child's past, current or future schools, educational institutions, or student support providers.
- I understand that continued enrollment at Summerhill is conditional on my child remaining in good academic, behavioral, and financial standing.

### **By enrolling my child at Summerhill, I commit to:**

- Supporting the school's mission, vision, values, strategic objectives.
- Ensuring my child's regular attendance at school.
- Ensuring that my child will be living with a parent, or a legal guardian acknowledged by the school for the duration of his/her enrollment at Summerhill.
- Reading, understanding, and following school policies.
- Working in partnership with the school to support my child at home in order to help him/her meet the school's academic and behavioral expectations.
- Reading notifications sent from the school to ensure knowledge and understanding of the school's curriculum, expectations and co-curricular activities.
- Using the channels of communication established by the school when seeking a resolution to a problem or concern.
- Paying school fees and all other fees invoiced by Summerhill in accordance with and adherence to the School Fee Schedule.

- Accepting the school's decision to temporarily close and/or temporarily move to online learning due to immediate or imminent threat to the health or safety of students, staff or community members. This may be due to an emergency, critical incident, extreme weather, pandemic, power failure and the like. There will be no reimbursement of school fees for unexpected temporary school closure.
- Understanding that Summerhill is an IB school that implements the PYP. I agree to read and understand the relevant **International Baccalaureate Organization (IBO) Regulations** before enrolling my child in each respective IB program at Summerhill.  
PYP:  
<https://www.ibo.org/globalassets/publications/become-an-ib-school/general-regulations-pyp-en.pdf>
- Understanding, agreeing to, and following all other Summerhill Policies.

## Open Day

- New students and their parents starting at the beginning of the school year have a group orientation session on the weekday afternoon before the first day of school

## Progress Report

Summerhill International School will provide a progress report for students with an attendance rate of more than 75% of the whole term (for students attending 2 days per week, more than 85%). For any student who enrolls in the middle of the term, the progress report will be provided depending on the starting date.

For example:

A Term 1 progress report will be provided for students enrolled before October 31.

A Term 2 progress report will be provided for students enrolled before March 31.

In order to receive a progress report, the attendance rate should be more than 85% for all students who are enrolled before the above periods. The progress report will not be provided for students who leave before the end of the term.

## Confidential Recommendation Form for Other Schools

Summerhill International School will complete confidential recommendation forms for other schools only after a student has attended for more than one year and has an attendance record of at least 75% for students attending 4 or 5 days per week. For children enrolled for 2 or 3 days per week, the attendance rate must be more than 85%. Please allow 10 business days for processing.

This policy does not apply to K5 students; the school will complete the forms regardless of their length of attendance.

## **Payment and Refund of Fees and Payments**

It is the family or guardian's duty to ensure the financial obligations to the school are discharged promptly, even in the case where their employer may be paying the fees on their behalf. Even though a student has been accepted by or is enrolled in Summerhill, if financial obligations are not met by documented dates, the student's enrollment will be cancelled.

### **Payment and Refund of Fees**

#### **Registration Fee:** JPY 286,000

This amount is to be paid on acceptance to the school and includes child insurance.

The fee is one-time and non-refundable.

#### **Building Fund:** JPY 198,000

The fee is one-time and non-refundable.

#### **Tuition and Maintenance Fee**

Tuition and Maintenance Fee are payable by terms (2) and non-refundable.

Term 2 days / week	Term JPY 750,200
3 days / week	JPY 877,250
4 days / week	JPY 1,124,090
5 days / week	JPY 1,355,200
Maintenance Fee	JPY 59,400

### **Other Fees**

All other fees (Seasonal Program Fees, After School Program Fees and Bus Fee) are non-refundable. Parents/guardians will consent to the following:

As the parent/guardian of an enrolled Summerhill student, I understand that:

- It is my duty to ensure that my financial obligations to the school are discharged promptly (even if I am sponsored by our employer).
- Failure to respond to requests for settlement of late fees may result in a student's suspension.

**Revised:** January 2026