



September 2013

BST Admissions Policy

The British School in Tokyo
School Policy Document

BST Admissions Policy

The British School in Tokyo (BST) is committed to a policy of equal opportunity, offering an academically challenging, holistic educational programme based on the national curriculum of England to boys and girls aged 3-19. This is not a selective school, but the curriculum is delivered in English and we expect all students to be able to demonstrate reasonable age-appropriate fluency in both speaking and writing. At least one parent/guardian must also be able to communicate effectively in English.

While BST is a proudly British school, and priority may be given to British nationals or to those transferring from another British educational institution, students of all nationalities* and from all educational and cultural backgrounds are warmly welcomed. This is a truly international community currently comprising representatives of more than 60 different countries.

Admissions priority may also be given to siblings and to those returning to BST after a period at another school.

BST does not offer specialist support programmes for students with specific learning difficulties, or for those who are at a very early stage of acquiring English. Admission may, however, be granted to EAL (English as an additional language) or SEN (special educational needs) students whose individual learning requirements can be met within the mainstream classroom without significant additional intervention (Note: See below – Students requiring additional support - for further information).

Where it is practical to do so given the constraints of our facilities, BST will do all that it can to support applicants with physical difficulties.

Enrolment into the Primary School

Students may join the Primary School at any time during the year, provided there is a place available. As an academically non-selective school, we do not have an entrance examination. However, age appropriate Language, Literacy and Maths skills may be assessed for those with EAL needs, or for children with an educational background outside the British system. Out of year group placements will only be considered in exceptional circumstances after consultation with and assessment by the Head of the Primary School.

Enrolment into the Secondary School

Years 7 - 9

Students may join Years 7-9 at any time during the year, provided there is a place available. We request copies of recent school reports and, from the current (or previous) school, a confidential reference. As an academically non-selective school, we do not have an entrance examination (see below for exceptions); however, students whose first language is not English will be asked to complete an English test and an oral assessment, either in person or via Skype. Those who are not able to access the curriculum sufficiently well because of their limited English proficiency (or other specific issues) will not be accepted into the school.

Years 10 & 11 (IGCSE)

Due to the nature of subject choices and timetabling, enrolment onto IGCSE courses, and transfers from other GCSE or IGCSE courses, can be complex and need to be considered on an individual basis.

Beginning this two-year course more than six months after it starts (March of Year 10) is often impractical as catch-up can be very difficult. The expectation is that most students will progress into Years 12 and 13 to study A-levels, although this is not automatic (see below for entry requirements).

Years 12 & 13 (A Level)

Admission to the A Level Programme is dependent upon the demonstration of ability to cope with the demands of a challenging course. The normal expectation of potential A Level students is a proven academic record and the demonstration of commitment to make a positive contribution to the BST community. The usual minimum academic attainment for entry to Year 12 is 5 A*-C GCSE/IGCSE awards (or equivalent). These would usually include English and Mathematics and at least a grade B in any subject to be studied through to A2 (Note: Some subjects require no previous study, while others might have more stringent requirements).

Places in Year 12 are awarded to applicants on the basis of actual or predicted grades at IGCSE/GCSE or equivalent level; letters of reference or detailed reports from the student's previous school; and interview with the Head of the Secondary School (or his Deputy). Applicants must demonstrate that they are willing to participate fully in the BST community and the A Level experience. Entry onto this two-year course more than four months after its commencement (January in Year 12) is unlikely, although transfer from another A Level school is possible, particularly at the start of Year 13.

Students requiring additional support

The British School in Tokyo has limited resources to cater for students whose learning needs can only be met with significant support outside of the mainstream classroom, or additional adult support within the class. It is in the interests of all concerned, but particularly those of the students, that once they are admitted to the school they are able to thrive within our high achieving environment. If, in exceptional circumstances, the School agrees to accept a student requiring significant support, parents may be asked to pay for additional costs incurred.

Parents of children who have a history of requiring educational support that falls outside of the mainstream classroom are required to declare detailed information regarding their child's specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous Individual Education Plans (IEPs) and/or reports from educational psychologists.

Failure at the point of application to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs. This is a situation that we are keen to avoid, particularly as it may impact adversely on the child's self-esteem and future learning. If in any doubt, please arrange to speak in confidence to the appropriate Head of School.

Residence

There are no boarding facilities at BST, and most students above the age of 11 use public transport. For these reasons we expect that applicants will live with their family in reasonable proximity to the school.

** Subject to Japanese Government regulations and guidelines in the case of Japanese nationals*



JDB Christian MA
Principal