



ADMISSIONS HANDBOOK

2024–25

(Valid: October 2023 – September 2024)



A CIS-accredited IB World School

Guiding statements

Mission

K. International School Tokyo provides **academically motivated** children from **diverse** cultural and social backgrounds with a **high-quality education** in a safe and supportive environment in order to develop **competent, academic** individuals with **high moral character** who make **meaningful contributions** to our global community.

Vision

K. International School Tokyo seeks for all learners to demonstrate excellence in academics, compassion for others, and a commitment to making the world a better, more peaceful place.

Guiding beliefs

K. International School Tokyo believes that:

1. Being a member of the school community requires a belief in and a commitment to uphold the school's mission and vision as well as a dedication to its guiding beliefs.
2. A high-quality education is defined as promoting academic excellence, international understanding, moral character and lifelong learning.
3. A safe and supportive environment is one which encourages respect, responsibility, tolerance and compassion.
4. Individuals with high moral character are defined as being those who are kind, caring and compassionate; honest and principled; respectful and responsible; well behaved and well mannered; who follow established rules; show an awareness of others around them; and demonstrate a commitment to the wellbeing of others.
5. Education is a shared partnership of mutual cooperation between students, parents/caregivers and the school.
6. Cultural diversity enhances our school community as well as our understanding of the world.
7. Central to being internationally minded is recognizing that diverse, rich cultures exist in all regions of the world, and demonstrating a tolerance for the varied beliefs and traditions of these cultures.
8. The language, customs, traditions and cultural beliefs of our host country, Japan, serve as an important resource in enriching the learning experience.
9. A regularly reviewed, comprehensive international curriculum that is linked across the school, is essential in preparing students for their future lives.
10. Being a global citizen requires knowledge and skills in the use of technology; however, the ability to function independently and act promptly in the real world also requires core knowledge and skills independent of technology.
11. Special emphasis should be placed on development of skills in language and mathematics as essential learning tools.
12. Setting high academic expectations supports the development of strong academic skills which increase the chances for future academic success.
13. Students learning through a second language require more learning time and a greater degree of effort and support than those learning through their first language.
14. Native language development and maintenance is important in developing identity, self-esteem and cognitive ability, and ultimately contributes to academic success.
15. Maintaining a safe and collaborative learning environment free from bullying and harassment requires the support of the school community as a whole in taking appropriate action when necessary.
16. Reinforcing appropriate dress and behavior standards promotes a respectful, responsible and safe school environment.
17. The accessibility of educational opportunities at the school is dependent on the establishment and sustainment of systems that take financial needs into consideration as well as on the maintenance of economical and efficient fiscal management.

Educational goals

1. To enable all students to acquire at a high level the knowledge and skills required by the DP in order to contribute to and succeed in our global community.
2. To open the doors to leading universities for all students who wish to continue receiving a high-quality education after graduating from KIST.
3. To support students with financial needs in receiving university scholarships that are offered to those with outstanding academic results.
4. Through a cooperative partnership with students' families, to nurture individuals with high moral character who contribute positively to society in their interactions with others throughout their lives.

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Introduction

Thank you for your interest in applying for your child’s admission to K. International School Tokyo. Choosing a school to work with you in educating your child is one of the most important decisions you will make. Each school has its own unique characteristics and we encourage you to research these carefully in order to select the school that best suits the needs of your child and matches the values and beliefs of your family.

In order to ensure that the best possible educational environment is maintained for our students, we have established the admissions policies and procedures outlined in this handbook. Before submitting an application, it is essential that you understand our school, its purpose and our expectations. For this reason, we ask that you please read this handbook in full before applying.

Section 1: About KIST

1.01: What is KIST?

K. International School Tokyo (KIST), founded in 1997, is a private, co-educational, non-denominational day school serving the international community of Tokyo from 3-year-olds through Grade 12. KIST is accredited by the Council of International Schools (CIS), and is recognized as an educational foundation (*gakkou houjin*) by the Tokyo Metropolitan Government. A separate in-house daycare facility, K. International Preschool (KIPS), for 0- to 2-year-olds, currently operates at a location close to the main school campus.

To foster the high-level knowledge, skills and volunteer spirit that students need in order to make meaningful contributions to our global community in the future, KIST strives to create a safe and caring environment set firmly within a framework that promotes academic excellence through traditional values, a disciplined approach and a balanced, healthy lifestyle.

KIST students possess high academic aspirations and the desire to continue “*learning for life*” after they graduate. With an outstanding volunteer spirit, they demonstrate their compassion by acting on their desire to help others in need and believe that such actions can make the world a better place. In order for students to be successful, there is a strong expectation that parents/guardians will provide sufficient support to their child as well as to the school.

Approximately 660 students representing around 44 different nationalities currently attend KIST, including approximately 15% American/Australasian/British/Canadian, 9% African/European/Middle Eastern/South American, 18% Indian/Pakistani/Bangladeshi, 28% Japanese and 30% other Asian students. A very high percentage of students have dual nationality.

1.02: Curriculum

The educational program at KIST is based on a continuum of challenging international curriculum frameworks as follows:

- K1 to Grade 5: IB Primary Years Programme (PYP)
- Grades 6 to 8: KIST Lower Secondary Programme (LSP)
- Grades 9 and 10: International General Certificate of Secondary Education (IGCSE)
- Grades 11 and 12: IB Diploma Programme (DP)

The IB Diploma Programme (DP), which is designed for students aged 16 to 19, is offered to students at KIST during their final two years of schooling, and is widely recognized as a qualification for entry to universities around the world. The DP is a rigorous, academically challenging course of study that provides opportunities for students to acquire knowledge and develop skills such as analytical skills, critical thinking skills, logical thinking skills and communication skills, in addition to developing a volunteer spirit—all of which are necessary for students to succeed in our ever-changing global society. The DP requires students to complete six subjects delivered through discussion-based lessons and regular submission of reports. In addition, DP students are also required to develop intelligent thinking skills through the completion of a written research investigation—the Extended Essay, and

complete a Theory of Knowledge (TOK) component to promote critical thinking, as well as a Creativity, Activity, Service (CAS) element designed to develop social skills. Due to the advanced educational content, it is not unusual for high scoring IB Diploma graduates to receive scholarships from universities around the world.

At KIST, in order to achieve our mission, we provide a high-quality education and supplementary support to all students from Elementary through Secondary School, with the ultimate goal of enabling students to acquire knowledge and develop skills in the DP to a high level in order to be successful in our global community. As the acquisition of knowledge and development of skills to a high level leads naturally to the achievement of high scores in the DP, we consider final DP scores to be a barometer that measures student success in the DP.

As of October 2023, there were 5,600 IB schools in the world in 159 countries.

For more information on the IB programs, please visit the IB website at <http://www.ibo.org/>.

1.03: Academic focus

Although KIST provides opportunities for students to engage in a wide range of non-academic pursuits through its after-school clubs program as well as participation in other creative and artistic events and activities throughout the year, we place special emphasis on academic development, particularly in English and mathematics. In order to realize their goals and dreams in the future and contribute to society in meaningful ways, almost all students desire to study at universities and other institutions of higher education after graduating from KIST. Achieving high scores in the DP provides opportunities for students to gain entry to leading universities around the world, regardless of their family background or financial situation.

More information regarding the reasons and benefits of this approach may be viewed on the “Founders’ vision” page of the school website at <https://www.kist.ed.jp>.

1.04: Graduates

KIST’s first graduating Grade 12 class was in 2006. For nine consecutive years since our tenth graduating class in 2015, our graduates have achieved the highest average score out of all schools offering the IB Diploma in Japan. In 2023, our graduates attained an average score of **41.1** points out of a total of 45 (world average: 30.2 points), further consolidating KIST’s position as one of the highest ranking IB schools in the world. In the 2022 [IB-schools.com](https://www.ibschools.org/) Global Top IB Schools list, KIST is ranked at **number 5** in the world (Rankings for 2023 are expected to be announced soon). Some of the wide range of universities KIST graduates have attended over the years include the following:

USA

Boston University | California Institute of Technology | Carnegie Mellon University | Johns Hopkins University | Princeton University | Stanford University | University of California Berkeley / Los Angeles | University of Chicago | University of Michigan | University of Pennsylvania

Canada

McGill University | University of British Columbia | University of Toronto

UK

Imperial College London | King’s College London | London School of Economics and Political Science | University of Bristol | University of Cambridge | University College London | University of Edinburgh | University of Manchester | University of Nottingham (Medicine)

Japan

International Christian University | Juntendo University (Medicine) | Keio University | Kyushu University | Nagoya University | Okayama University (Medicine) | Tokyo Medical and Dental University (Medicine) | University of Tokyo | Waseda University

Others

Australian National University | HKUST | KAIST | Nanyang Technological University | National University of Singapore | NYU Abu Dhabi | Seoul National University | University of Hong Kong | University of Melbourne | University of New South Wales | University of Sydney | Yonsei University (Medicine)

A complete list of university offers and attendances may be viewed on our website at <https://www.kist.ed.jp>.

Section 2: Admissions and eligibility

2.01: Admissions

KIST welcomes academically motivated and well-behaved students from internationally minded families who can demonstrate a commitment to our mission, vision, guiding beliefs and educational programs. Applications for admission to KIST are considered for all children regardless of race, national or ethnic origin, religion, gender or socio-economic background. As KIST does not employ a learning needs specialist, we are unable to accept applications for students with special learning needs. Applications from children with physical disabilities are considered on a case-by-case basis according to the specific needs and whether or not the school environment can cater for such needs.

As part of our commitment to maintaining a truly international student body, applications are accepted from students from all cultural backgrounds. In order to promote diversity, we strive to maintain a balance of cultural backgrounds at each grade level as well as in individual classes. We seek to ensure that the balance of cultural backgrounds and language groups is diverse while at the same time does not compromise the position of English as the language of instruction. Gender balance is also a consideration in all classes.

2.02: School year and class times

The school year at KIST commences from mid-August and ends in mid-June. The instructional program and reporting cycle is organized into two semesters.

Semester 1: August–December | Semester 2: January–June

School hours are shown below. These may change from year to year.

Day/Grade	K1–Grade 5	Grades 6–12
Monday	8:40 a.m. – 2:30 p.m. ¹	9:05 a.m. – 3:00 p.m.
Tuesday, Wednesday, Thursday, Friday	8:40 a.m. – 3:25 p.m. ¹	9:05 a.m. – 4:00 p.m. ²

¹ Dismissal times differ slightly for K1, K2 and K3 due to being staggered.

² Some students in G6 to G12 may have classes before school from 8:10 a.m. or after school until 5:30 p.m. on certain days.

2.03: Age eligibility

Due to the mid-August start to the school year, the cut-off date for enrollment age at KIST is **July 31**. By this date, all applicants must be the required age as indicated in the chart below to apply.

Grade Eligibility Chart (2024–25)						
To apply for	Area of school	Grade		Age		Date of birth
	Elementary School	your child must be		K1		3
K2			4	Aug. 1, 2019 – Jul. 31, 2020		
K3			5	Aug. 1, 2018 – Jul. 31, 2019		
Grade 1			6	Aug. 1, 2017 – Jul. 31, 2018		
Grade 2			7	Aug. 1, 2016 – Jul. 31, 2017		
Grade 3			8	Aug. 1, 2015 – Jul. 31, 2016		
Grade 4			9	Aug. 1, 2014 – Jul. 31, 2015		
Grade 5			10	Aug. 1, 2013 – Jul. 31, 2014		
Secondary School		your child must be	Grade 6	11	as of July 31.	Aug. 1, 2012 – Jul. 31, 2013
			Grade 7	12		Aug. 1, 2011 – Jul. 31, 2012
			Grade 8	13		Aug. 1, 2010 – Jul. 31, 2011
			Grade 9	14		Aug. 1, 2009 – Jul. 31, 2010
			Grade 10 ¹	15		Aug. 1, 2008 – Jul. 31, 2009
			Grade 11 ²	16		Aug. 1, 2007 – Jul. 31, 2008
			Grade 12 ³	17		Aug. 1, 2006 – Jul. 31, 2007

¹ General applications for Grade 10 are, in principle, not accepted after May 31. For admission during any month after this date, applications are only accepted from students transferring from the IGCSE at another school where the subject options match those at KIST.

² General applications for Grade 11 are not accepted after September 30. For admission during any month after this date, applications are only accepted from students transferring from the full IB Diploma course at another school where the subject options match those at KIST. Applications from students studying in the IB Certificate course or requests to transfer from the full Diploma to the Certificate course are not accepted.

³ General applications are not accepted for Grade 12. Applications are only accepted from students transferring from the full IB Diploma course at another school where the subject options match those at KIST. In principle, requests to change subjects or change to a different level (standard level, higher level) are not accepted. Applications from students studying in the IB Certificate course or requests to transfer from the full Diploma to the Certificate course are not accepted.

For K1, applications for children younger than the eligible age are not considered for any reason. For K2 and K3, applications outside the cut-off dates are only considered in exceptional circumstances where specific reasons exist. In such cases, placement decisions are based on observations, previous educational experiences and teacher recommendations. All K1 to K3 applicants must have completed toilet training before joining the school.

In certain cases for Grades 1 through 10, we may consider requests for enrollment for up to a maximum of one grade level above or below an applicant's eligible grade depending on their current grade of enrollment, previous school records, years of schooling, and the level of academic performance. In such cases, the specific reason for the request must be stated in your application and documentary evidence must be attached where appropriate.

Applications for Grades 11 and 12 may be considered for children up to a maximum of one year below or a maximum of two years above the eligible age.

Although the decision for an application outside the eligible grade is made after careful consideration of the specific reasons through discussions with parents/guardians, it may not be possible to grant the request if we believe that it would be detrimental to the child's learning development or inappropriate for our teachers or the needs of other students in the class.

Applications for admission between April and June for a grade level not yet completed are not accepted. For example, a student transferring from Grade 3 at a school with an April–March school year may apply to enter Grade 3 at KIST from April, but not for Grade 4. After completing Grade 3 at KIST in June, they will then usually be promoted to Grade 4 from August.

2.04: Admission requirements and expectations

In order to provide an environment conducive to learning, there are various expectations that must be met by applicants in order to gain admission.

Academic expectations

As an academically focused school, applicants—with the exception of very young children with limited or no schooling—must demonstrate that they are highly motivated learners who achieve high scores in their academic subjects, particularly in English and mathematics, and this must be evident in the application documentation.

Due to the academically challenging curriculum in the Diploma Programme (DP), which includes university level content, there are high academic expectations for students moving from Grade 10 to the DP in Grade 11. Families for whom Tokyo is their permanent or long-term residence and who are interested in applying to KIST in Grade 11 are strongly encouraged, therefore, to instead consider applying for admission from an earlier grade in order to provide students with a longer period of time to develop the knowledge and skills needed to progress to the DP in Grade 11.

Behavior expectations

KIST strives to create an environment where students from various social and cultural backgrounds can learn together in a safe environment free from prejudice, and where the actions of individuals do not interfere negatively with the learning of others. Expectations for student conduct are based on three behavior standards as follows:

- a) **Respect:** Students treat others the way they would like to be treated themselves by making decisions that show consideration and respect for others and acceptance of differences.
- b) **Responsibility:** Students meet certain obligations towards themselves, others, the community and the environment by making decisions that demonstrate responsibility.
- c) **Safety:** Students contribute to the physical and emotional wellbeing of themselves and those around them by making decisions that show considerations of safety.

Applicants are expected to demonstrate exemplary behavior, appropriate attitudes to learning, good organizational skills, focus and concentration in class, and be able to interact appropriately with others. Furthermore, students applying for the upper-Secondary School should be well-spoken, articulate individuals with clear ideas on why they want to study at KIST and how this will affect their future.

Language requirements

The student population at KIST represents a wide range of different cultural backgrounds. This means that our students also speak a variety of different languages. To enable all students to learn together through one language medium, we have adopted English as our language of instruction. With the exception of applicants wishing to enter K1 from the start of the school year in August, students must have strong, age-appropriate communicative and academic skills in English in order to enter the school. Applicants for the Secondary School, in particular, must be able to demonstrate a high level of English ability in order to cope with the demands of studying specialized subjects in English. Because of this, due to the nature of the course of study, applicants seeking admission to Grades 8 and above who are identified as requiring language support are not accepted.

School and parent communication

In many situations when communicating with students' families, KIST provides bilingual services in English and Japanese. For parents who are unable to communicate in either of these two languages, in order to ensure that appropriate communication is maintained, it is the responsibility of families to provide interpreters whenever required.

2.05: Other requirements

Living arrangements

As KIST does not offer boarding facilities and is unable to arrange host families, applicants must make their own living arrangements. Students are not permitted to live alone for any reason, even for short periods of time. In instances where a child will be living in Japan without his/her parents and instead with guardians or in a host family situation, the guardians or host parents are required to attend an interview with administration staff at the school to confirm that a supportive home environment that is conducive to learning can be maintained.

Visas

It is the responsibility of individual families to apply for appropriate visas through the relevant government authority. Upon request, KIST can prepare a **Proof of Enrollment** statement (charges apply) for children who have been offered enrollment, and have paid the relevant school fees, to include with their visa application; however, we are unable to provide advice or offer assistance beyond this.

For students who will be living without their parents but have not yet been issued with an appropriate visa, enrollment, if successful, will be granted on a conditional basis only. When the visa is issued and a copy submitted to the school, full enrollment will be granted. Enrollment may be cancelled if the visa is not received after a certain period of time.

2.06: Sibling enrollments

Applicants for siblings of students already enrolled must undergo the same admissions procedures as regular applicants. Factors such as the degree of parental support and involvement in school activities, and cooperation with school fee payment policies are considered when reviewing sibling enrollments and may affect the outcome of the application.

2.07: Applying for re-enrollment

Students previously enrolled at KIST who wish to return are eligible to apply for re-enrollment by following the standard admissions process. This includes payment of the application fee and submission of all relevant documentation (with the exception of previous school reports from KIST), completion of admissions testing, and participation in a parent interview. If enrollment is approved, a reduction of the enrollment fee and the capital fee may apply if the re-enrollment is within three years of the previous date of withdrawal.

2.08: Short-term enrollments

As the curriculum at KIST is designed for long-term study, short-term enrollments are discouraged; however, applications are considered on a needs basis and according to space availability. Tuition fees are calculated on a monthly pro-rata basis; however, there is no reduction on other general fees, with the exception of the building maintenance fee which is reduced for students enrolling between April and June only. A full school uniform must also be purchased. Families should consider the costs involved before applying.

2.09: Grade advancement and program progression

There are specific criteria that must be met in order for students to progress to a higher grade or a higher-level program (i.e. from K3 to Grade 1, Grade 5 to 6, Grade 8 to 9, and Grade 10 to 11). Some of the factors considered in determining whether students are meeting the criteria at an appropriate level include:

- Social and emotional development
- Academic motivation and attitude to learning
- Parental support and involvement
- Attendance
- Academic performance

KIST provides a number of support programs such as before- and after-school support classes and a summer program for students not meeting academic expectations. Students who do not meet the required expectations may be advised, or required to attend support classes and/or the summer program, engage a tutor, change courses, repeat a grade or, in extreme cases, transfer to another school. The level of cooperation by families in complying with school requirements to attend compulsory support programs and the summer program is one of the factors considered when students progress to higher-level programs.

Requests for students to skip a grade are not normally granted, except in very exceptional circumstances where parents are able to provide specific justifications for their request, and the student meets all academic, social and other relevant expectations.

2.10: Waiting list

The waiting list at KIST is only for students up to Grade 10 who have already successfully completed an enrollment interview and admissions test but for whom there are no immediate places available in the desired class of enrollment. Priority for gaining seats from the waiting list is not based on the timing of an application but on various criteria, including nationality, gender and English level, in order to maintain a balance in each grade.

Waiting list placement is valid until the end of the school year applied for. During the waiting period, families of children on the waiting list who wish to be considered for full enrollment from the next school year must re-apply according to the regular application procedure. In this case, if the child does not pass the admissions process for the next school year, placement on the waiting list for the current year is also cancelled. If, however, admission for the subsequent school year is successful, the application fee will be refunded.

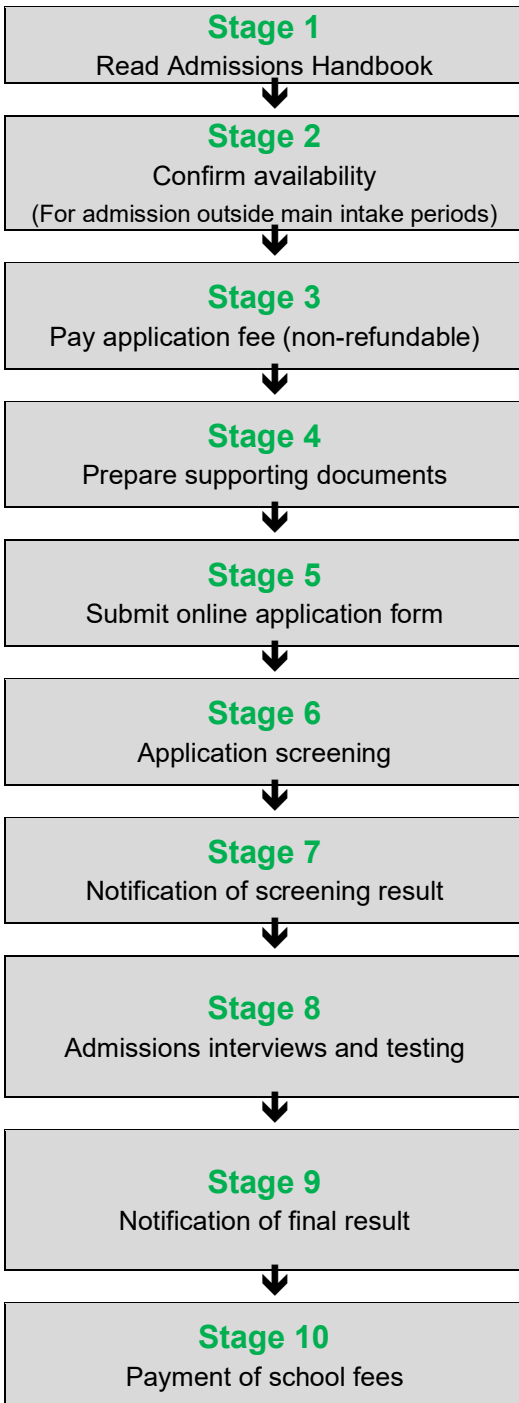
2.11: Compulsory education in Japan

All parents with Japanese citizenship (regardless of the citizenship of the child) are required by Japanese education law to send their child to a school as defined by the Japanese government during the period of compulsory education. Enrollment at an international school such as KIST is not considered school attendance within the scope of Japanese law, and therefore sending your child to KIST does not fulfill this legal requirement. In considering enrollment at KIST, it is the responsibility of individual families to investigate this matter with the appropriate local government authorities.

Section 3: Admissions procedure

3.01: Standard admissions process

Applications proceed through various stages as shown below as part of the standard admissions process.



This document outlines admissions policies and procedures. All applicants must read it thoroughly before applying.

Before submitting an application for admission outside the main intake periods, please contact the KIST Admissions Office by e-mail at info@kist.ed.jp to confirm availability.

Payment is by bank transfer only. Please include your child's name so the payment can be identified. Bank transfer fees are the responsibility of the sender.

Prepare any supporting documents required for your child's grade to upload with your application, and arrange any documents required to be sent from your child's current school.

Fill out and submit the **Application for Admission** through the online system linked on our school website. Information must be entered by an applicant's parents/guardians only.

Completed applications and supporting documents received by the school are screened for eligibility. This takes approximately one week (but may take longer for the April/August main intake periods).

Screening results are sent to applicants by e-mail only. Unsuccessful applicants will be unable to proceed to the next stage. The application fee will not be returned in this instance.

Applicants who have passed the screening stage will receive an invitation by e-mail that indicates the date and time you are required to participate in the admissions interviews and testing. Notification will be no earlier than one week in advance.

After the interview and testing, the school admissions panel convenes to make decisions. We aim to send out results by e-mail approximately one week after the interview and test (except for the April/August main intake periods).

Successful applicants are required to pay the non-refundable enrollment fee and other school fees to secure their place in the class.

Applications are valid only until the end of the school year for the proposed date of enrollment. Any applications that have not completed Stage 8 by the end of the school year will be cancelled automatically.

3.02: Timing of applications for main intake periods

The main intake of students is from the start of the new school year in August. Admission is also possible from

January or from April provided that places are available. The following tables indicate the schedule for admission for the main intake periods. In line with the timing of our annual Explanation Day in mid-October, applications for October to June of the 2024–25 school year will not be accepted until next year.

Start from: **January, February or March 2024 (2023–24 school year)**

Applications open:	● October 14, 2023 (Saturday)
Application deadline:	● November 17, 2023 (Friday)* <i>*Completed applications and all required supporting documentation must be received by 5:00 p.m. JST on this day.</i>
Admissions interview and test:	● November 30, 2023 (Thursday)
Results issued by e-mail:	● December 7, 2023 (Thursday)
School fees due:	● December 14, 2023 (Thursday)

Start from: **April, May or June 2024 (2023–24 school year) or August* 2024 (2024–25 school year)** (*The school year at KIST starts in August.)

Applications open:	● October 14, 2023 (Saturday)
Application deadline:	● January 12, 2024 (Friday)* <i>*Completed applications and all required supporting documentation must be received by 5:00 p.m. JST on this day.</i>
Admissions interview and test:	● K1/K2/K3: February 5, 2024 (Monday) ● Grades 1 to 12: January 11 (Thursday), 18 (Thursday), 25 (Thursday), 2024 February 1 (Thursday), 6 (Tuesday), 7 (Wednesday), 8 (Thursday), 2024
Results issued by e-mail:	● February 23, 2024 (Friday)* <i>*On this day, results will be issued throughout the day. Please refrain from contacting us regarding the time results will be sent.</i>
School fees due:	● March 1, 2024 (Friday)
Late applications accepted from:	● February 26, 2024 (Monday) (If places are available.)

Note:

- It is not possible for families to participate in both the December interview (for admission in January, February or March) as well as the January/February interviews (for admission in April, May or June, or from August).

3.03: Applying for admission outside main intake periods

Applications for admission at times outside the main intake periods are accepted all year round. The admissions process for these applications takes approximately three weeks from the time of submission until final enrollment. Applicants who pass the screening stage will be invited to proceed to the interview and testing stage. Interviews and tests are held only on Thursday mornings during most weeks (excluding holidays and special school events) depending on the school schedule. Applicants will be added to the next available schedule. This will depend on the timing of your application and the number of other families on the schedule. Details of the interview and test will be sent by e-mail no more than one week in advance.

3.04: Availability

If applying for admission outside the main intake periods, we advise you to check availability by contacting us via e-mail at info@kist.ed.jp before submitting your application. When checking availability, please provide the following information:

- your child's date of birth
- the nationality (at birth) of both parents
- your child's current grade (if applicable)
- the grade you wish to apply for
- your child's general English level

In order to maintain a balance of genders, cultural backgrounds and English abilities, we may advise you that there are no immediate places available if your child does not match our current availability criteria. In such cases, you are welcome to proceed with an application if you wish, on the understanding that your child will be added to the waiting list if you pass the initial screening and subsequent interview and testing stage.

Availability changes constantly as families come and go during the year. After confirming availability, it is possible that availability may have changed by the time your application reaches us. Furthermore, if the number of applicants is greater than the number of places available, not all applicants will gain admission, even if availability has been confirmed in advance.

3.05: Application requirements

It is the responsibility of applicants to ensure that all information required in the online application form has been included, all required supporting documents have been sent, and the application fee has been paid.

Supporting documents

For all applications, the following items must be uploaded via the online application system through the school website:

- **Proof of name and date of birth**
Please provide a copy of your child's passport photo page if available. If your child does not have a passport, a birth certificate, insurance certificate or certificate of residence (juminhyo) is also acceptable. Must include your child's full legal name and date of birth.
- **Recent passport-style facial photograph of the applicant**
Must meet the following requirements:
 - Must be taken from the front and show the applicant's face only, not the full body.
 - Must be taken against a plain-colored background.
 - Must not contain any added decorative features or embellishments.
 Photos taken from a distance, photos of the applicant's full body, photos where the applicant is partially facing away from the camera, etc. are not accepted.
- **Family photograph**
Any photograph, formal or informal, that shows the members of the applicant's family is acceptable.
- **Proof of payment of the ¥30,000 application fee**

Documents related to grade level:

- **School reports**
 - Applicants for Grades 3 and above: Official copies of school reports for the past three years, including the latest, stamped with the school's seal or otherwise designated by the school as official. These must be sent to the KIST Admissions Office directly from the applicant's school/s by post or e-mail in PDF format, or submitted by the applicant in a sealed and stamped envelope from the school. Full reports containing teachers' comments are preferred. All school reports must be in English. Translations must be provided where necessary. These may be arranged by families.
 - Applicants for Grades 2 and below: Photocopies or scans of any reports available. They do not have to be official copies. These should be uploaded through the online application system.
- **Confidential School Reference (Applicants for Grades 2 and above only)**
Available from the school website. This should be handed to the applicant's current school in advance for completion. It is a confidential statement that should be sent by the school directly to the KIST Admissions Office by post or e-mail in PDF format only.
- **Personal Statement (Applicants for Grades 8 and above only)**
Available from the school website. This must be handwritten by applicants themselves in English, and the completed statement signed and dated before being uploaded through the online application system.

Additional documents (to be sent directly to the KIST Admissions Office if relevant):

- **Copies of results of standardized examinations** (if available)
- **Proof of visa status** (non-Japanese applicants living in Japan without their parents only)

General conditions of application

- No items submitted as part of an application will be returned.
- All applications must be submitted in English only. Any miscommunications due to input errors or unclear contact details are the responsibility of the applicant. Information must be entered by an applicant's parents/guardians only.
- Please ensure that you provide all information available about your child's previous education as well as full details of any special learning issues. Recognized issues not disclosed at the time of application may result in your child's enrollment being reviewed and possibly cancelled.

- Please ensure that you use your child's official name (as shown on their passport or birth certificate) on your application form. Other names used on a daily basis as preferred names or nicknames should not be used. Furthermore, for families able to provide their child's name in katakana, the characters used should represent the pronunciation of the child's legal name in English. For children whose legal name uses Chinese characters, please provide katakana based on the English pronunciation only, not the Japanese reading.

3.06: Submitting an application and paying the application fee

The Application for Admission and most of the required supporting documentation must be submitted through our online application system accessible via the school website (<https://www.kist.ed.jp>). Additional documents required to be sent from an applicant's current or previous schools may be sent by e-mail or post as indicated below.

- E-mail: info@kist.ed.jp
- Post: K. International School Tokyo
Admissions Office
1-5-15 Shirakawa
Koto-ku, Tokyo
Japan 135-0021

The application fee should be paid by bank transfer only to the account shown below. **All bank transfers must include the applicant's name.** Furthermore, all transfer fees incurred are the responsibility of the sender and must be covered at the time of payment.

If paying by bank transfer from overseas, please ensure the currency is in Japanese yen and amounts to exactly ¥30,000 after handling fees are deducted. All transfer fees incurred for both the sending as well as the receiving bank are the responsibility of the applicant and must be covered at the time of payment. Please consult your bank at the time of transfer to determine the amount you need to pay to cover all fees. Where the amount received by KIST is less than the required fee, you will be asked to pay the difference in cash at the time of your interview.

Application fee bank account details:

Bank: Mizuho Bank (Bank number: 0001)
Branch: Honjo (Branch number: 050)
Address: 4-31-11 Ryogoku, Sumida-ku, Tokyo 130-0026
Tel: 03-3631-2121 / +81-3-3631-2121
Account type: Regular savings (Futsuu)
Account number: 1937746
Swift code: MHCBJPJT
Account name: K. International School

3.07: Application screening

As we receive many applications each year for limited places, unfortunately, it is not possible for every child to be admitted. In order to determine the suitability of applicants for our school and identify those who are most likely to benefit from the programs we offer, all applications are screened.

During the screening process, from the documentation provided, we look for various types of evidence as indicated below:

- Whether the views expressed by the parents/guardians through the application form are aligned with the philosophy and aims of the school.
- Whether the applicant has a background in English (e.g. lived in an English-speaking country).
- Whether the applicant has attended a fully English preschool or kindergarten where all communication and learning took place in English. (K3 and Grade 1)
- Whether the applicant has attended a fully English school where they received instruction in various academic subjects in English. (Grades 2 and above)
- Whether the applicant's results in mathematics are strong. (Grades 2 and above)
- Whether comments in documents received from other schools (e.g. school reports, references), where available, are positive and indicate that the child is motivated and focused, well-behaved, caring and cooperative.
- Whether the content of the Personal Statement is appropriate. (Grades 8 and above)

With the exception of applicants for K1 and K2, it is possible that applications that do not show evidence of the

above expectations may not pass the screening stage.

Applications will not begin the screening process until the online Application for Admission, the application fee and all required supporting documents have been received. Screening takes approximately one week but may take longer for applications for the April/August main intake periods and for those applying for provisional enrollment (see Section 5).

Screening results are sent to applicants by e-mail only. Those who are unsuccessful will be unable to proceed to the interview and testing stage. The application fee will not be returned in this instance. Please note that we are unable to respond to individual inquiries regarding screening results.

3.08: Admissions interviews and tests

All applicants who pass the initial screening stage will be invited to participate in interviews and testing as outlined below.

Parent interview

The parent interview is designed to check that parents' educational beliefs and aspirations match the school's mission, vision, guiding beliefs and programs. The interview is usually conducted with individual families online via Zoom and takes around 20 to 30 minutes. In some instances, instead of being conducted online, parents may be asked to attend a face-to-face interview at the school.

Parent interviews are conducted in either English or Japanese. Parents are required to select the language they wish to use. If both parents are Japanese, a Japanese interview should be selected. Parents unable to communicate in either English or Japanese are required to provide an interpreter for the interview and must notify the school of such arrangements in advance. In such situations, the role of the interpreter is to assist in providing smooth communication between the interviewer and parents through direct interpretation of the specific points discussed only. The interpreter is not permitted to add points not mentioned in the discussion or to provide personal ideas or comments in response to the questions asked.

From the responses you provide to questions asked during the parent interview, you will be rated against the following criteria:

- Degree of international mindedness in relation to an international education.
- Degree of sympathy, understanding and interest in KIST's mission, vision and guiding beliefs.
- Clarity of educational views and vision for your child's future.
- Ability to provide support to your child at home (emotional, academic).
- Willingness to support the school.

English test

The English test checks whether an applicant has the necessary English language skills required to access the curriculum of the grade for which they are applying. The type of test administered depends on the grade as outlined below and may take from one hour to several hours depending on the grade.

- K1 and K2
For K1 and K2 applicants, the test takes the format of a classroom observation and involves the children taking part in a variety of activities such as drawing, naming objects, coloring, counting etc. The examiners observe the children's level of understanding of English and whether they can respond in English (or another language) and also how they interact with other children in the room.
- K3 and above
For applicants for K3 and above, the test used is a common test used by many international schools to appraise English proficiency in the four areas of reading, writing, listening and speaking. Depending on the grade, students may be asked to complete activities such as reading letters, words, sentences, paragraphs and longer texts up to several paragraphs; speaking about/telling a story from pictures; asking and answering questions; writing letters, words, sentences and longer texts (e.g. continuing a story where the beginning is provided, or writing a response to a particular prompt); and listening to a recording or the examiner's prompts, then answering multiple choice or yes/no questions.

During the test, the examiners will also observe applicants' degree of focus and attention to the tasks presented as well as their general attitude, behavior, appearance and the like.

Mathematics test

All applicants for Grades 2 and above are required to take a mathematics test. The test takes 45 minutes (Grades 2–5) or one hour (Grades 6 and above). The tests used are similar to past papers for Key Stage or IGCSE exams as indicated in the tables below.

For admission during the 2023–24 school year:

Timing of test	Admission to grade	Test used
August–December	2	Key Stage 1 Level 2
	3	Key Stage 1 Level 3
	4 or 5	Key Stage 2 Level 3–5
	6 or 7	Key Stage 3 Level 5–7
	8	Edexcel IGCSE Mathematics A Foundation Tier
	9 or 10	Edexcel IGCSE Mathematics A Higher Tier
	11	Edexcel IGCSE Mathematics B
January–June	2	Key Stage 1 Level 2
	3	Key Stage 1 Level 3
	4	Key Stage 2 Level 3–5
	5	Key Stage 3 Level 4–6
	6	Key Stage 3 Level 5–7
	7	Key Stage 3 Level 6–8
	8	Edexcel IGCSE Mathematics A Foundation Tier
	9 or 10	Edexcel IGCSE Mathematics A Higher Tier
	11	Edexcel IGCSE Mathematics B

For admission during the 2024–25 school year:

Timing of test	Admission to grade	Test used
January–June	2 or 3	Key Stage 1 Level 2
	4	Key Stage 1 Level 3
	5	Key Stage 2 Level 3–5
	6	Key Stage 3 Level 4–6
	7	Key Stage 3 Level 5–7
	8	Key Stage 3 Level 6–8
	9	Edexcel IGCSE Mathematics A Foundation Tier
	10	Edexcel IGCSE Mathematics A Higher Tier
	11	Edexcel IGCSE Mathematics B

Past Key Stage exam papers similar to the tests used can be found online at sites such as <http://satspapers.org/>.

Past IGCSE Mathematics A and B papers can be accessed at sites such as the following:

<https://qualifications.pearson.com/en/qualifications/edexcel-international-gcses.html>

Student interview

All applicants for Grades 4 and above, as well as those applying for admission to Grade 3 from April, are required to participate in an interview with the respective Area Principal. This may take around 15–20 minutes. During the interview, students will be asked various questions about topics such as their current schooling, hobbies and interests, expectations for schooling, future plans and the like. They will also have the opportunity to ask questions of their own about life at KIST if they wish. During the interview, the Area Principals will observe the students' level of English as well as other aspects such as their general appearance, attitude, behavior and level of motivation.

Classroom observation

For K3 and Grade 1 applicants, an observation of their interaction with other children in a regular classroom situation may also be conducted in addition to formal testing. On some occasions during the year, depending on class schedules, classroom observations may not be conducted.

Special arrangements

Testing first

In some instances where there may be concerns regarding an applicant's academic level, as determined through the review of school reports and other application documentation during the screening process, applicants may be asked to complete admissions testing first. In such cases, if the child demonstrates appropriate academic skills, the parent interview (and student interview for children applying for Grades 4 and above) will be arranged for a later date; however, if the child does not demonstrate appropriate skills, the interviews will not be conducted, and the application will be unsuccessful.

Remote testing

In order to gain a clear understanding of an applicant's academic abilities and behavioral characteristics, face-to-face testing at our campus in Tokyo is preferred. Families who are living overseas are strongly recommended to make arrangements to visit Japan for testing where possible. Where this is not feasible, applicants for the Secondary School (Grades 6 and above) with proven recent high academic performance and exemplary behavior and motivation may wish to request remote testing. Whether remote testing can be conducted or not will be determined during the application screening process. If remote testing is approved, applicants will be asked to complete an online English test through the Duolingo English Test platform (charges apply), and a mathematics test as arranged through the applicant's current school. Where this cannot be arranged, face-to-face testing at our campus in Tokyo will be required. In principle, remote testing is not available for applicants for K1 through Grade 5. This includes siblings of older children applying for the Secondary School.

3.09: Conditions for homeschooled applicants

For applicants who have been homeschooled through an online program or using a particular curriculum, please provide information about the program or curriculum used, as well as grade reports, standardized tests, or other feedback issued by the program or curriculum used. If your child attends any type of online classes or distance learning with teachers, please request a reference from one of these teachers. The Confidential School Reference is preferable, but if the teacher does not feel able to complete this form, a letter explaining the applicant's performance, behavior, attitude towards learning, etc. is also acceptable.

In cases where the applicant has been homeschooled without any external program or curriculum and therefore may not be able to provide school reports or the Confidential School Reference, please provide other information, if possible, that shows evidence of your child's academic level such as any online tests that may have been completed, as well as details of the curriculum or course followed for the subjects studied.

For homeschooled applicants who pass the screening process, we may choose to conduct admissions testing (English and mathematics) prior to the parent and student interviews in order to determine the applicant's academic level in these subjects. If it becomes clear through the admissions process that the applicant's academic level in subjects other than English and mathematics is unsatisfactory, or if their social behavior and maturity level has not developed to the stage generally accepted for children of the same age, initial enrollment, if granted, and/or subsequent progression to the next grade may be on a conditional basis, pending improvements to the areas of concern.

Section 4: Decisions and deferrals

4.01: Admissions decisions

After the testing and interview stage has been completed, the school admissions panel convenes to make decisions. Final decisions regarding admission and class placement are based on considerations of:

- The content of the documentation received at the time of initial application
- The result of the applicant's English proficiency testing
- The result of the applicant's mathematics test (Grades 2 and above)
- The result of the student interview (Grades 4 and above)
- The result of the parent interview

In addition, the following factors are also considered:

- Availability of places
- Age eligibility
- Balance of nationalities, genders and English abilities
- Physical and social maturity, especially for younger children

4.02: Notification of results

For the main intake periods, final results are sent out by e-mail on the dates specified (see Section 3.02). At other times during the year, we aim to send out final results by e-mail approximately one week after the parent interview and admissions testing have been completed. Only an applicant's parents/guardians will be informed of the results.

All decisions are final and non-negotiable.

Please note that we are unable to respond to individual inquiries regarding the result of an application. It is KIST policy not to provide feedback of any kind for either the enrollment interview or assessment test.

4.03: Categories of results

Admissions results take the following forms:

- **Successful** – The application has been successful and a place in a particular class has been reserved. A formal **Offer of Enrollment** letter and an invoice for school fees is sent to the applicant. The fees must be received by the date indicated on the invoice in order to secure placement. Payments not received by the due date will result in the automatic cancellation of the offer.
- **Successful (English Language Support)** – The application has been successful, but language support has been deemed necessary for the applicant in one or more skill areas (i.e. reading, writing, listening, speaking).
- **Successful (Conditional)**: The application has been successful but with various conditions concerning academic or behavioral issues. Enrollment will be reviewed after a certain period and the conditions must have been met in order for the child to continue learning at KIST.
- **Unsuccessful** – The application has been unsuccessful. In general, this result is likely to be due to a combination of reasons such as when the result of the applicant's English and/or mathematics testing is below expectations for admission to the grade level applied for; when the views expressed by parents/guardians during the parent interview do not match with the school's philosophy and aims; or when there are concerns regarding the applicant's general behavior, attitude or motivation. As we are unable to provide feedback of any kind, we suggest you review your application carefully in relation to the criteria outlined before submitting a further application. Unsuccessful applicants who wish to re-apply must wait until the next school year.
- **Waiting list / Waiting list (English Language Support)** – The application has been successful but there are no places available in the relevant class. Regardless of the timing of application, this placement is valid until the end of the school year for which you applied. We will notify applicants if a place becomes available during the period of waiting. This is based on certain criteria being met regarding gender, nationality and language needs. If a period of six months or more has passed since the original testing date, a re-assessment to check the applicant's

current English and/or mathematics level may be required before a final offer can be issued. In this case, the re-assessment will be conducted at no additional cost. If no places become available, the application will expire at the end of the summer vacation. If the result of the re-assessment indicates that the child's level has declined below that required for admission, the application will be cancelled. While on the waiting list, families are strongly encouraged to investigate other schooling alternatives.

We cannot guarantee if or when a place may become available. If places do become available, it may be at any time during the period of waiting. If you receive an offer of enrollment while on the waiting list, but are unable to accept for certain reasons, please advise whether you wish to remain on the waiting list or to cancel your waiting list enrollment. We may contact you at certain times during the period of waiting to reconfirm your intention to remain on the waiting list or not. We also ask that families contact our admissions office to inform us of any change in circumstances.

- **Re-assessment** – The applicant has not been assessed due to extenuating circumstances on the day of the interview/test. The applicant will be given a new date to attend the interview/test. In cases where a very young child has been unable to participate due to becoming distressed or being unable to separate from their parents, the date of the re-assessment will be scheduled no earlier than three months after the original test date in order to allow time for the child to develop. Until the re-assessment has been completed, a final result cannot be issued and a place in the class will not be held. It is possible that any available places may have been filled by the time the re-assessment is conducted.

4.04: Conditions of acceptance

If the results of a child's English and/or mathematics test (Grades 2 and above) indicate that the child requires additional English language and/or mathematics support over and above that which can be offered in the regular classroom, an offer of enrollment may include one or more stipulations that the child attends before- or after-school support classes on weekdays before or after school, and/or the Summer Program during the summer vacation. Depending on the level of support required, attendance may either be compulsory or recommended. If compulsory, failure to participate may result in cancellation of enrollment.

In the Elementary School, before- and after-school support classes are part of the Learning Enrichment Academic Program (LEAP) and incur separate fees that range from around ¥20,000 to ¥90,000 per semester depending on the number of class attended (2 to 5 classes/week). Separate fees also apply for the Summer Program (for both Elementary and Secondary students) and range from around ¥50,000 to ¥100,000 depending on the course attended.

4.05: Accepting an offer of enrollment

Families who receive an offer of enrollment must act quickly to secure a place for their child. An offer of enrollment will be accompanied by an invoice for school fees. Offers of enrollment are valid only until the date indicated on the invoice. For payments not received by the due date, it will be assumed that you have decided not to accept the offer and the application will be cancelled automatically. In fairness to other families waiting for a place, an offer cannot be extended beyond the date indicated on the invoice for any reason. Furthermore, once an offer of enrollment has been cancelled it cannot be re-instated except where special circumstances can be proven and the following conditions are met:

- Immediate places must be available in the relevant class.
- You must contact our Admissions Office before the date of enrollment indicated on the original offer of enrollment.
- You must have provided a reason for non-acceptance of the original offer of enrollment by the due date of school fees.

If any of the above conditions are not met, your request for re-instatement will be denied. If re-instatement is approved, a handling charge of ¥2,000 will apply.

Once received, the enrollment fee is non-refundable for any reason, except in the case where a child granted an initial provisional enrollment (see Section 5) is ultimately unsuccessful at the time of the final interview and assessment test. Parents of children offered a place at KIST should consider their family situation very carefully and find out everything they need to know about the school before accepting an offer of enrollment through payment of the enrollment fee.

After payment has been confirmed, families will receive an enrollment package containing general enrollment information (for August enrollments, this will be sent around the end of June). All families must complete and submit the **Student Emergency Form** and other documents included in the package prior to the first day of school. If these forms have not been submitted before the first day, the student will not be permitted to enter the classroom.

4.06: Enrollment deferral

Families who wish to apply for an enrollment deferral should download the **Application for Enrollment Deferral** from the school website and submit it to the office before the first day of school for which your child was accepted (as indicated on your **Offer of Enrollment**). Applications received after the first day of school will not be accepted.

There are two types of deferral:

- **Secured deferral** – Families pay the school fees for the deferral period to secure the child’s placement. This includes tuition fees as well as annual general fees (excluding school bus and school lunch).
- **Unsecured deferral** – Families do not pay the school fees for the deferral period. The child’s placement is not secured. Enrollment will be dependent on the availability of a place at the end of the approved deferral period. If no places are available, the student will be added to the waiting list, if requested, until the end of the school year.

The maximum time a student may defer enrollment is one deferral period corresponding to the main school vacation periods (i.e. August–December; January–March; or April–June) only.

4.07: Enrollment review

If the circumstances in which a student was accepted change after enrollment, the school reserves the right to conduct an enrollment review. This includes situations where learning problems not identified at the time of enrollment become evident. The purpose of the review is to allow us to identify the needs of the student and assess if we have, or are able to access, suitable facilities or staff that will fully meet the student’s needs. It is also designed to identify areas in which parents can support the student to meet his or her needs. As KIST does not employ a learning needs specialist, in some cases, an enrollment review may result in enrollment being cancelled if we believe that we are unable to meet a student’s identified needs.

4.08: Applying for language re-assessment

Applicants on the waiting list who have received a result of “Waiting list enrollment (English Language Support)” may wish to apply to be re-assessed after a period of no less than six months. If the results of the re-assessment indicate that their ability has improved to a level that will enable them to cope with the curriculum without language support, they will be added to the regular waiting list and may gain admission if places for children who do need support become available. If the results indicate that their ability has not improved, they will remain on the waiting list for children who require support until the original expiry date. To apply for a language re-assessment, please submit an **Application for Language Re-assessment** available from the Admissions Office. A fee of ¥5,000 applies and should be paid in cash on the day of re-assessment. Students are not eligible for re-assessment if the waiting period expires before six months. Students may only be re-assessed for the appropriate grade based on their original application for admission.

4.09: Re-applying for admission

Only one application may be submitted per school year. Unsuccessful applicants must wait until the next school year before they are able to re-apply. Furthermore, applicants interviewed/tested in December for admission during the January–March period, as well as those interviewed/tested in January/February for admission during April–June or the subsequent school year commencing in August, who receive a result of “Unsuccessful” or “Waiting” must wait six months before applying for the next school year.

Section 5: Student support

5.01: English language support

KIST recognizes that all teachers are language teachers and that language must be taught across the curriculum, not only in designated language activities. It is also recognized that each student is an individual with an individual learning style and individual needs. With regards to English proficiency, teachers tailor classroom activities to allow students to develop to their full potential. In addition to such differentiation, English language support is provided to students identified in need of such assistance. As explained in this handbook, however, as the level of support that can be provided is limited, applicants must have strong academic and communicative English already in order to gain admission.

Assessing for English language support

Before starting classes at KIST, students are pre-assessed by a learning support instructor or a relevant classroom/subject teacher using a standardized English language assessment, which is divided into the areas of reading, writing, listening and speaking. The results of the assessment are used as the first indication of which level of support will be required from the classroom teacher and the instructor. While receiving support, student progress is assessed continuously through student work samples, participation in class discussions and observations.

English language support in the Elementary School

In the Elementary School, English language support (ELS) is provided from K1 through Grade 5 for non-native English-speaking students, with two main, overlapping purposes. First of all, for students whose level of English does not allow them to fully access our curriculum independently, the support helps them to comprehend the material and concepts involved, and to express their understanding of this content. The second purpose of English language support is to facilitate the language development of English language learners. Depending on the language level of the students, and on the activity or lesson material at hand, language support may take one or more of the following forms:

- **Push-in, pull-out, and/or differentiation of instruction**

A mix of two models of support, push-in and pull-out, is used to facilitate English language learners' access to the curriculum and English language development. Pull-out is when one student, or a small group of students with similar needs, is taken out of the main lesson by the learning support instructor for a separate lesson. In contrast, the push-in model is when the instructor works within the main lesson together with the classroom teacher. In both cases, joint planning between the instructor and the class teacher ensures that the unit objectives are met for all students and that students' language needs, individual learning style and other individual needs are all taken into consideration when differentiating instruction. To enable students the maximum opportunities to use language in meaningful contexts, particularly in their interactions with English-fluent peers, the push-in model is chosen most often. The instructor, therefore, usually provides differentiated scaffolding and adapted resources within the main classroom. However, there are times when a pull-out session is deemed the most effective way to achieve review of content or skills. A series of pull-out lessons may be established, however, pull-out sessions are often one-off lessons to consolidate understanding before returning to the next lesson in the main classroom.

- **Language focused co-curricular activities and programs**

As part of the Co-curricular Activities Program across the school, a range of academic clubs and support classes are offered. In the Elementary School, Learning Enhancement Academic Program (LEAP) support class are offered before school each day for students in K3 through to Grade 5. These 30 minute-long lessons focus on various English language skills and those eligible to do so may attend between 2 to 5 times per week. Class sizes are limited, and the students with the highest English language needs are given priority.

English language support in the Secondary School

English language support (ELS) is provided in the Secondary School to meet the needs of non-native English-speaking students or other students whose level of English does not allow them to fully access our curriculum independently. Depending on the English proficiency level of the student, ELS may take one or more of the following forms:

- **In-class English language support (Grades 6–8)**

In-class ELS is provided in Grades 6 through 8 for identified students during their English Language and

Literature class and possibly other subjects, primarily Individuals & Societies (I&S) and Science.

- **Out-of-class English language support (Grades 6–10)**

In some cases, students identified as requiring ELS also receive out-of-class support from the ELS instructor. This can be an opportunity for the instructor to work with students on a particular assignment from one or more of their subjects. This normally takes place outside regularly scheduled lessons, but students may be pulled out of their respective subject time to work one-on-one with the ELS instructor to clarify or review content from the class if agreed by the instructor and the subject teacher.

- **Academic Writing classes**

Students in the Secondary School who have been identified as requiring occasional ELS in Grades 6–8 are enrolled in additional academic writing lessons throughout the week. Academic writing classes are primarily focused on improving student writing skills. These classes develop student understanding of different writing genres and support students in using correct writing forms appropriate to the demands of the writing context. Academic Writing classes are held in the mornings in period 0 throughout the week and are taught by the ELS instructor under the organization of the English Subject Area Coordinator.

5.02: Special needs support

KIST does not employ a learning needs specialist and is unable to accept applications for students with special needs—learning, behavioral or emotional. If, once enrolled in the school, it is deemed that a student requires more support than the school can provide, the family may be asked to find a school more suited to the student’s needs.

5.03: Gradual entry program (for K1 students only)

Children starting school for the first time experience a range of emotions. Some children may be excited and confident; others may experience some difficulty and anxiety. For children experiencing anxiety, this is usually related to separating from their parents, especially if it is the first time they have been placed in a group situation. For students whose first language is not English, starting school in an English language environment presents them with even greater challenges.

In order to make the transition from home to school as positive as possible, KIST offers a “Gradual Entry Program” for all new K1 students regardless of their starting date. This helps the students adjust to school slowly over a period of time. The format of the program differs slightly depending on the timing of admission.

For students joining from the beginning of the school year, the program operates for two weeks and is divided into two sections, each lasting one week. During the first week, two short sessions are held per day. Students are divided into two groups and attend either the morning session or the afternoon session. During the second week, all students come to school for an extended morning session. Normal school days begin from the third week.

For students joining mid-year, the program operates for five school days from a child’s first day at school. During this period, students attend school in the morning only and return home before lunch time. Depending on a child’s level of adjustment at the end of five days, it is possible that the period may be extended.

Further information on this program is distributed to new families at the time of initial enrollment.

Section 6: Parents/Guardians

6.01: Parental support

We believe that a good school is defined not only by excellence in academic areas, but also through a warm, caring environment, strong social relationships and a solid relationship between the school and students' homes. Part of this relationship is built through parents supporting at home the learning that takes place in the classroom, and part of it is built through the commitment by parents to the areas of the school that support our educational programs. We believe that parents who are actively involved in their children's education and in the activities of the school act as excellent role models for their children.

At KIST, there is a strong expectation that parents will be involved in their children's education across all levels from K1 through Grade 12. As children move up through the school, it is often the case that parents spend less and less time focusing on their children's school life for various reasons. As children get older, we assume that they have developed sufficient common sense and skills that enable them to function more independently. This may be so to some extent; however, we believe that continued parental involvement is vital for children as they move into adolescence after entering the secondary school. In addition, because of the academic demands of the Diploma Programme in Grades 11 and 12, parental support is especially important.

A number of specific events throughout the year are compulsory for all families. These include KISTival (the annual school festival), Parent Welcome Nights, Parent/Teacher/Student Interviews, Student-Led Conferences, Family Day and others. The dates of such events are included on the annual school calendar to allow families to plan ahead accordingly.

We appreciate the fact that many parents have their own work and personal commitments; however, we ask for the support of all families across all levels of the school community in helping us to help your children.

6.02: Parental involvement

Parents/guardians are also encouraged to take part in their child's life at KIST through participation in and attendance at various school events. Some of these include:

Parent welcome nights

Conducted at the beginning of the school year, these compulsory sessions provide an opportunity for families to find out about the coming school year. Families spend time with their child's new teachers to learn the specific expectations and routines of the new class environment.

Parent/Teacher/Student interviews

Conducted in semester 1, these interviews provide an opportunity for parents, teachers and students to come together to discuss the progress of students. We discuss how students are settling into the new school year and together we identify any areas that will focus learning goals and behaviors for the year.

Student-led conferences

Attendance at these is compulsory for parents as they are part of each child's assessment cycle. Conducted during semester 2, student-led conferences give students the chance to show their work to their parents. They also enable students to take more responsibility for their own part in the learning process. By talking about it with others, they gain a greater understanding of their own learning processes.

Parent information sessions

In order for parents to positively support children in their studies, the school hosts a number of information evenings throughout the year to allow parents to gain a better understanding of the school's curricular programs.

Excursions

Parents are occasionally asked to attend excursions with their child's class. This can be a rewarding experience for both parents and children as they discover and explore new environments together.

Class parents

Each class in the Elementary School has one or two “class parents” who volunteer their time and services to support class teachers or assist the school in various ways if requested.

KIST Community Association (CA)

All parents are members of the Community Association while their child is enrolled at the school. A membership fee is collected at the beginning of each school year. The CA promotes the development of the school through volunteer work and financial support as well as promoting communication amongst all members of the school community. Parents/guardians are encouraged to become active members of the CA through membership of the executive committee or various other general committees.

KISTival

Each year in October (usually the 4th Saturday), the school holds an annual school festival, KISTival, the largest fundraising event of the year. Money raised from the festival is used to purchase items not able to be purchased with regular school fees, or is put towards a specific project to improve the educational environment of the school. Participation is compulsory for all families through assistance with pre-festival preparations and on-the-day booth support. In addition, donations of food, bazaar goods, ingredients for food stalls, contributions of money and so on are also more than welcome.

Family Day

Family Day is held on a Saturday in May and aims to bring together all members of the school community—students, parents and staff—through participation in games and enjoyable physical activities. As the final community event of the school year, it also provides an opportunity to distribute information to families about the coming year and allows teachers and families to interact in a fun and friendly atmosphere.

Section 7: Fees

7.01: School fees 2024–25

As KIST is not eligible to receive funding from the Japanese government, it relies almost entirely on annual school fees to cover operating expenses. In order to cover personnel expenses for annual staff salary increases and the like, tuition fees are adjusted annually. Where further unforeseen adjustments are necessary due to sudden cost changes, significant changes to educational policies and the like, notification will be given as far in advance as possible.

As KIST is recognized as an 'educational foundation' (gakkou houjin) by the Tokyo Metropolitan Government, consumption tax is not applied to school tuition fees and general school fees (excluding specific school services such as the school lunch and bus services).

School fees

Type of fee		Grades	Amount	When paid
Application Fee	Non-refundable	All grades	¥30,000	Upon application
Enrollment Fee			¥300,000 (Re-enrollments: ¥60,000 ¹)	When first admitted to KIST
Capital Fee			¥700,000 (Re-enrollments: ¥140,000 ¹)	
Tuition Fee			¥2,600,000 ²	Annual
Building Maintenance Fee			¥150,000 ³	
Community Association (CA) Fee (per family)			¥2,000	
IB DP Examination Fee	Grade 12	¥160,000	With 2nd payment installment: ¥80,000 With 3rd payment installment: ¥80,000	
GL Assessments Fee	Grade 1 – Grade 5	Amount varies ⁴	Invoiced separately	
iPrimary Examination Fee	Grade 5			
iLowerSecondary Examination Fee	Grade 8			
IGCSE Examination Fee	Grades 9 and 10			
Camp Fee	Grades 5, 7, 9 and 11	Amount varies ⁵	With first payment installment	
Program Progression Fee	Grades 1, 6, 9 and 11 ⁶	¥5,000	Invoiced separately	

¹ Reduced rate for students re-enrolling at KIST within three years of the previous date of withdrawal (i.e. students who re-enroll during the first second or third year of the previous date of withdrawal. Not applicable for students re-enrolling from the beginning of the fourth year).

² Pending approval.

³ Will be reduced for students first enrolling from April.

⁴ Costs for official tests from overseas organizations fluctuate according to exchange rates.

⁵ Rate varies depending on the destination.

⁶ Required at the time of progression to the next curricula program/section of the school.

Information on other general fees (documentation fees etc.) is available to families after enrollment.

7.02: Financial aid and scholarships

Tuition fee reduction system

The tuition fee reduction system allows families to offset school fees by a specified amount. The amount of reduction is determined each school year according to various circumstances. Income restrictions apply.

Eligibility: Continuing K2 through G12 students (new students, including K1, not eligible)

KIST scholars' awards

Students in Grades 7–12 who make significant contributions to the school according to its mission, vision and guiding beliefs, and who demonstrate qualities that truly represent the spirit of the school through both academic excellence and by acting as role models for other students, are eligible to apply for a KIST Scholars' Award from their second year of enrollment. Information on the awards is distributed to all families annually.

7.03: Payment options

School fees may be paid in full as a lump sum payment (annual payment option) or in three installments (installment payment option) by bank transfer.

For applicants interviewed and tested in January for enrollment from April or August, payment is due by the date shown in Section 3.02. For other admissions periods, payment is usually due within one week of the issue date of the offer of enrollment.

Annual payment option

The tables below summarize the annual payment option for new enrollments.

K1–Grade 11	
Enrollment Fee	¥300,000
Capital Fee	¥700,000
Tuition Fee	¥2,600,000
Building Maintenance Fee	¥150,000
CA Fee ¹	¥2,000
TOTAL	¥3,752,000²

¹ The CA fee is charged per family.

² Examination fees and camp fees are added to this amount for relevant grades.

Grade 12	
Enrollment Fee	¥300,000
Capital Fee	¥700,000
Tuition Fee	¥2,600,000
Building Maintenance Fee	¥150,000
CA Fee ¹	¥2,000
IB DP Exam Fee	¥160,000
TOTAL	¥3,912,000

Installment payment option

For this option, payment of the tuition fee only is divided into installments. Full payment of all other general fees (i.e. enrollment fee, capital fee, building maintenance fee and CA fee) is required with the first installment. For new enrollments, this is summarized in the tables below.

K1–Grade 11			
	1st	2nd	3rd
Due date	Mar. 1	Sep. 15	Dec. 15
Enrollment Fee	¥300,000		
Capital Fee	¥700,000		
Tuition Fee	¥1,040,000	¥780,000	¥780,000
Building Maintenance Fee	¥150,000		
CA Fee ¹	¥2,000		
Sub-total	¥2,192,000	¥780,000	¥780,000
TOTAL	¥3,752,000²		

Grade 12			
	1st	2nd	3rd
Due date	Mar. 1	Sep. 15	Dec. 15
Enrollment Fee	¥300,000		
Capital Fee	¥700,000		
Tuition Fee	¥1,040,000	¥780,000	¥780,000
Building Maintenance Fee	¥150,000		
CA Fee ¹	¥2,000		
IB DP Exam Fee		¥80,000	¥80,000
Sub-total	¥2,192,000	¥860,000	¥860,000
TOTAL	¥3,912,000		

¹ The CA fee is charged per family.

² Examination fees and camp fees are added to this amount for relevant grades.

For children applying after the January interview period, payment of the initial installment is due within one week of the issue date of the offer of enrollment. The second and third installments are then due as indicated above.

From the second year of enrollment, payment dates for the installment payment option will be as indicated below. The tuition fee is divided across the three installments. All other general fees are required with the first installment on May 15. Details of payments required are distributed to all enrolled families in March. If the 15th falls on a weekend or national holiday, payment is due on the next business day.

School fees	Due date
1st installment	May 15
2nd installment	September 15
3rd installment	December 15

7.04: Fees for other services and items

School uniform purchases, optional school bus and school lunch services, textbooks (where appropriate), examination fees and the like are invoiced separately.

School uniform

At KIST, students at all grade levels are required to wear a school uniform. There are separate formal uniforms for summer and winter, and also a PE uniform. All uniform items are available to purchase online through our uniform supplier, Top of the Class. Details of the cost of uniform items are available on the Top of the Class School Uniform website here: <https://www.schooluniform.jp/k-international-school-tokyo-kist/>

School bus service

¥110,000–¥440,000/year

KIST provides a bus service to assist families in transporting children to and from school. Bus routes and bus stops are reviewed annually and may change from time to time. Families planning to move closer to a particular bus stop should consider this carefully before making definite commitments. The locations of bus stops are determined by the school and cannot be adjusted for individual families.

Seats on buses are limited. **We cannot guarantee that seats will be available for all children who apply.** If seats are not available, your child will be added to the waiting list. If seats becomes available, children will be added in order of receipt of application.

Bus fees are invoiced three times per year and are available in round-trip or one-way options. Prices in parentheses include 10% consumption tax.

Blue Bus stops	Round trip	One way
(Chuo-ku): Kachidoki; Tsukishima	¥20,000 (¥22,000)/month	¥10,000 (¥11,000)/month
(Koto-ku): Shinonome; Toyosu	¥20,000 (¥22,000)/month	¥10,000 (¥11,000)/month
Orange Bus stops		
(Minato-ku): Nishi-azabu; Roppongi 1-chome	¥30,000 (¥33,000)/month	¥15,000 (¥16,500)/month
(Shibuya-ku): Daikanyama, Shibuya	¥40,000 (¥44,000)/month	¥20,000 (¥22,000)/month
Pink Bus stops		
(Minato-ku): Azabujuban; Daimon (afternoon); Shiba Park (morning); Tengenji	¥30,000 (¥33,000)/month	¥15,000 (¥16,500)/month
(Shinagawa-ku): Gotanda; Meguro	¥40,000 (¥44,000)/month	¥20,000 (¥22,000)/month

School lunch service

The school café, Natural Foods, is an independent, privately-owned and operated company that provides an optional school lunch service for children. Lunches prepared by the school café are made with organic or near-organic produce and are nutritious and well balanced; however, the café cannot cater for students with allergies or other special dietary requirements. Lunches may be ordered every day or for certain days only. Prices per meal are shown below. Prices in parentheses include 10% consumption tax.

Kindergarten size: ¥520 (¥572) | Elementary size: ¥620 (¥682) | Secondary size: ¥640 (¥704)

Textbooks

In the Secondary School, textbooks and other learning materials are required and must be purchased by individual families. Titles and prices vary according to your child's subject choices and may change from year to year. In the Elementary School, workbooks are required for English and mathematics from K1 to Grade 5 and must be

purchased by individual families.

Examination fees

Students in certain grades sit for official examinations during the school year. For the tests indicated below, charges apply; however, as these official tests are obtained from organizations outside Japan, charges fluctuate from year to year according to current exchange rates. Families will be informed of the relevant costs as appropriate.

Test	Grades
GL assessments	1 to 5
iPrimary test	5
iLowerSecondary test	8
IGCSE tests	9 and/or 10

Before care / After care (K1 to Grade 3 only)

Before care and after care services are available on weekdays for parents with work or other commitments who need their children to be at school earlier or later than the regular school day. **Places in before care and after care are limited** and are allocated according to a pre-determined priority system.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before care	8:00–8:40	8:00–8:40	8:00–8:40	8:00–8:40	8:00–8:40
After care	2:15–5:30	3:15–5:30	3:15–5:30	3:15–5:30	3:15–5:30

Before care

No. of days per week	Annual fee
5	¥210,000
4	¥168,000
3	¥126,000
2	¥84,000
1	¥42,000

After care

No. of days per week	Annual fee
5	¥375,000
4	¥300,000
3	¥225,000
2	¥150,000
1	¥75,000

Overtime fee

Parents who are more than 10 minutes late to pick up their child after school are charged an overtime fee at a flat rate of ¥2,500. This applies to parents of K1 to K3 students and any other students required to be picked up by their parents. It also applies to parents of school bus users who are late to pick up their child.

Student laptop computers

For all students enrolling in Grades 9 through 12, it is compulsory to purchase a Windows laptop computer to bring to school fully charged each day. The laptop should be installed with the Windows 10 or 11 operating system. Students are provided with a free Microsoft Office 365 license while enrolled at KIST.

Pamoja online courses (DP only)

For DP students who study an online subject offered by the IB in Grades 11 and 12, in principle, families are expected to cover all costs involved.

7.05: Other services covered by tuition fees

In-class language support (K1 to G10)

In-class language support is provided to students requiring additional assistance in developing appropriate English language skills.

Study hall (G9 to G12)

Supervised sessions held after school three or four times per week for students who wish to study on their own at school according to particular standards as determined by the school.

Supplementary classes (G12)

Supplementary classes are provided for students who require additional support in particular subjects.

Extra-curricular activities

For students in Grades 1 and above, the school offers a variety of semester-based extra-curricular club activities during the year. No additional fees are charged for participating in general club activities. In the Secondary School, students may also have the opportunity to participate in competitive school sporting teams. This incurs a session fee which is collected to cover costs associated with league participation (referee fees, coaching gratuity, tournament fees, league membership fees etc.).

7.06: Handling fee for late payments

A handling fee of ¥2,000 per invoice is incurred for overdue payments. If the school Accounts Department has been informed in advance by e-mail (accounts@kist.ed.jp) of any expected delays, the handling fee is not required.

7.07: Discounts on school fees

Reduction for re-enrollments

The enrollment fee and capital fee are one-time fees paid only when a student is first accepted into the school; however, they are only valid for the time a student is continuously enrolled. Students who leave the school and then re-apply at a later date are required to pay both fees again; however, a reduced rate is offered to students re-applying within three years of the previous date of withdrawal.

Mid-year enrollments

For mid-year enrollments, the first tuition fee installment to be paid is discounted according to a predetermined calculation method. Tuition is required from the beginning of the month of enrollment regardless of the date of first attendance. For students enrolling between April and June only, the building maintenance fee is reduced.

7.08: Refund policy

The application fee and enrollment fee are non-refundable.

The tuition fee and other general fees paid at the time of initial enrollment (i.e. capital fee, building maintenance fee, CA fee) are refunded in full if enrollment is cancelled by e-mail prior to the first day of school (Japan Standard Time).

Information on refunds for other school fees is available to families after enrollment.