



SJIS TERREY HILLS

Sydney Japanese International School
シドニー日本人学校

Enrolment Policy

Revision Schedule

Date	Detail	Approved by
20/06/06	New Document	EXCO
29/06/11	Revised Policy re. Leave of Absence	ESCOM
27/7/16	Revised policy	ESCOM

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ENROLMENT POLICY & ADMISSIONS

The Sydney Japanese International School, International Division, is open to all children whose parents seek for them an education that is consistent with the philosophy and ethos of the school, provided it has the resources to meet the child's particular needs. Parents who enrol their children at this school should especially desire the unique qualities inherent in a bilingual and bicultural environment.

Enrolment applications are processed in order of receipt and payment of the registration fee. Places are not offered until the procedure is complete and authorization has been received from the Principal.

The school accepts enrolment applications for children from all backgrounds. We encourage applicants with strong aspirations in the scholastic areas as well as those showing potential in music, sport or other ancillary activities.

Student enrolment is not based solely on an entrance examination, however an indication of past academic performance is discussed with parents at the time of the enrolment interview and the school conducts an assessment.

The school reserves the right to assess the suitability of each student seeking enrolment. If it is felt the school cannot meet the needs of an enrolling student, an enrolment offer may be declined.

Enrolling a child at SJS

Kindergarten children will be admitted at the beginning of the school year if they reach their 5th birthday by the following 31st of July. Children who will attend Year 1 in the Japanese Division must reach their 5th birthday by the 1st of April. Applications are considered in the order that forms, together with registration fees, are received. It may be necessary, particularly at Kindergarten level, to have a waiting list. It is recommended that families begin the enrolment process as early as possible to avoid disappointment. Priority will be given to siblings of current students and special consideration will be given to families who have moved into Sydney from overseas or intrastate within 12 months of the start of school.

For those entering all other grades applications for enrolment are considered based on sufficient vacancies in the year group, as well as a child's suitability for the school or year group in which he/she applies.

Movement from one division to another

SJIS does not encourage students to move from one Division of the school to another but acknowledges that in some circumstances a transfer may be considered. Parents requesting to move their child from the Japanese Division to the International Division or vice versa must complete an 'Application to Transfer' and present this to the Principal at least 5 weeks prior to the end of term. The decision remains with the school and will consider all factors, foremost being the well-being of the student.

Register of Daily attendances

Daily attendances at SJIS are maintained by the classroom teacher by recording the information using the SENTRAL program (International Division). Student Attendance for students enrolled in the Japanese Division is recorded in class rolls, maintained and kept by classroom teachers.

The register of daily attendance includes daily attendance, absences, reason for absence and documentation to substantiate the reason for absences.

Following a student absence, the parent/caregiver must inform the school of the reason of the absence. This is done either by forwarding a note to the class teacher, or an email to the class teacher. Notes are kept in a folder by the classroom teacher, and at year's end are submitted to the Executive Assistant for filing. Emails are printed by the classroom teacher and also filed by the Executive Assistant. It does not suffice to inform the office or teacher by telephone, as written evidence must be supplied and kept as a record.

Attendance information must be kept for at least seven (7) years from date of departure.

Monitoring and Following Up Attendance

If a parent/caregiver fails to supply a note or email giving the reason for a student's absence within 5 school days, the Executive Assistant will contact the parent/caregiver, either by email or telephone, to request this be forwarded. If after 7 school days, no such note or email has been received by the school, the absence will be recorded as an unjustified absence.

Exemption from Attendance

In the case of planned and extended absences, parents are required to notify SJIS in writing to apply for an exemption prior to the commencement of that absence. The notification should outline the reasons for the absence and the time period the student will be absent. Parents are required to submit an 'Application for Exemption' in order for it to be approved by the Principal.

Applications for exemption from attendance for a total of under 100 days in a twelve month period will be considered by the Principal, in accordance with the criteria in the guidelines from NSW Department of Education.

Where the application is supported, the Principal will inform the parents/caregiver and provide the original exemption certificate to the parent/s/caregiver.

Where the application is not supported, the Principal will notify the parents/caregiver in writing of the unsuccessful outcome.

Should the classroom teacher discover some unusual circumstances regarding the absence of the child, that teacher will immediately inform the Principal or Deputy Principal of these concerns and keep a record of these concerns with the child's record folder.

Child Leaving SJIS

When a child leaves or changes to a new school, the new school will be noted on the school database and class roles.

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シドニー日本人学校国際学級は、本校の哲学と精神に合意し子供の特定のニーズに応えられるリソースを持ち合わせているすべての保護者とその子供に門戸を開いている。本校に入学を希望する保護者は本校独特のバイリンガル、バイカルチュラルな環境で子供を学ばせることを望んでいるものとする。

入学申込書は、受理後申請手数料の支払いが完了された順番で手続きが進められる。すべての手続きが完了し、校長からの承認が得られるまで入学は決定されない。

本校は様々なバックグラウンドの子供の入学申込を受け付けている。高水準の学力を望む子供、音楽、スポーツ、その他の活動においてポテンシャルを示している子供については特に入学を推奨する。

入学は入学試験のみで決定されるものではないが、面接及びアセスメントを行う際に過去の成績なども保護者と話し合われ、考慮される。

学校は本校に入学を希望する生徒が本校に相応しい生徒であるかを評価する権利を保持する。入学を希望している子供のニーズに対応できないと判断された場合は、入学を拒否することもある。

シドニー日本人学校への入学について

キンディー入学希望の子供は、入学する年の7月31日までに満5歳になることが前提とされる。1年生から日本人学級を希望する場合は、キンディーに入学する年の4月1日までに満5歳になっていなければならない。入学申込書は受理後申請手数料の支払いが完了した順番で考慮される。特にキンディー入学についてはウェイティングリストが適応される場合があるので、なるべく早い段階で入学申込書を提出することを推奨する。本校生徒の兄弟、及び学校が開始する12ヶ月以内に海外または他の州よりシドニーに引っ越してきた場合は、入学を優先する。

他の学年に入学を希望する場合、その学年に空きがあること、またその生徒が本校に相応しい生徒かどうかを考慮して上で入学を決定する。

日本人・国際学級間の編入について

本校は日本人・国際学級間の編入は推奨しない。日本人学級から国際学級、またはその逆の編入を希望する保護者は、校長に学期が終了する5週間前までに書面にて希望を提出しなければならない。学校は学級間の編入の最終決定権を保持するが、すべての要因を考慮し、その中でも編入希望の子供の健全な環境確保を最優先する。

長期欠席について

長期欠席の予定がある場合、保護者は学校に欠席予定日以前にその旨を書面で伝えなければならない。書面には、欠席の理由と期間が明記されていること。

保護者からの連絡無しで長期の欠席がある場合は、学期中 10 日目、または年間 30 日目に保護者に書面で通知する。担任は、子供が理由なく欠席した場合は必ずその居場所を確認する努力をする。

担任が子供の欠席が非常事態であると察した場合は直ちに校長及び教頭に報告し、その旨を記録に残すこととする。

Classroom rolls will be kept at SJS for a period of 7 years after students have departed the school. クラスの出席簿は子供の本校入学後 10 年まで保管することとする。

転校・退学について

本校から転校及び退学する場合は、生徒のデータベースと出席簿の内容は転入先の学校に通知される。