



SYDNEY JAPANESE  
INTERNATIONAL  
SCHOOL

シドニー日本人国際学校

# Policy and Procedure for Transfer of Students from Division to Division

## **Rationale**

Sydney Japanese International School serves a community of families from various cultural and linguistic backgrounds. We offer a bilingual education through two divisions. The Japanese Division (Years 1-9) teaches the Japanese Curriculum prescribed by the Ministry for Education, Culture, Sports, Science and Technology (MEXT) in Japan and daily English language lessons. Students in the first year must reach their sixth birthday by 1 April. The International Division (Kindergarten–Year Six) teaches the New South Wales syllabuses for the Australian curriculum as prescribed by the New South Wales Education Standards Authority (NESA) with daily Japanese language lessons. Students commencing Kindergarten must be five years of age on or before 31 July. We acknowledge that students may seek to transfer from one division to the other.

## **Procedure**

Parents at Sydney Japanese International School can apply for a transfer from one Division to another. The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to approve the transfer.

Applications for Transfer must be

- on the School's official application form.
- signed by the parent/carer(s).
- submitted to the School .

When the application is received, it will be considered based on the School's transfer policy criteria and the School will:

- advise the parent/carer(s) that the student must attend an assessment and that the parent/carer(s) must attend an interview.
- advise whether the application will be approved.  
or
- advise the parent/carer(s) that the student's application will not be approved at that time.

## **Criteria**

The School will base the decision in regard to approval of a transfer on:

A Student's:

- Nationality – Students enrolling in the Japanese Division must be a Japanese national or a child of a Japanese national. If a student holds citizenship from another country (other than Australia) and has been enrolled in the Japanese education system in Japan, they may also be eligible to transfer to the Japanese Division. This is on a per case basis and the student will need to meet certain entry requirements.
- Language ability – The student must have adequate language ability to access the curriculum, with support provided if necessary.
- Academic achievement – The student must demonstrate academic ability to learn the curriculum.
- Willingness to learn – The student must demonstrate a willingness to engage in learning to work towards the learning outcomes.
- Year of entry – The student must be of an appropriate age for the year level.

#### The School:

- Student numbers – If a class is full, the application will be considered when a space becomes available.
- Diversity – The school will take into consideration the availability of resources required to meet the diverse needs of all learners in the class.
- Timing – Transfers are recommended to take place at the beginning of the prospective Division's school year, January (International Division) or April (Japanese Division).
- Japanese or English language classes – English (ED) or Japanese (JFL) language lessons in the alternate Division may be available to the student.
- English as an Additional Language/Dialect (EAL/D) tuition or support may be available to the student.

Student progress will be reviewed every term by the class teacher, language teacher, parent/carer(s) and student. Recommendations for additional support or return to the prior Division may be made. Special consideration may be given to students who transfer with additional support and/or adjustments being put in place.

#### Procedure:

1. Request an application for transfer into the division.
2. Complete the application form.
3. Submit the application to the School (no later than the end of Week 6 of the term prior to the requested transfer).
4. Attend an interview with the Deputy Principal/Head of the Division requesting to transfer.
5. The Principal will make the final decision and notification of the result of the application will be made in writing by the Principal.
6. Conditions set by the School are to be followed in the interest of a successful transfer.
7. Students approved for transfer may not transfer back for a period of one year, unless the circumstances are accepted by the Principal.
8. If an application to transfer is approved, not less than two months' notice must be given if the parent/carer(s) decide not to proceed with the transfer to give the School time to fill that position. If the required notice is not given, fees may be applicable.
9. If a parent wishes to appeal the Principal's decision they may ask for an explanation of the result. Reapplication may be made no less than three months from the date of the initial interview.

Any questions concerning application for transfer should be referred to the Principal at [principal@sjis.nsw.edu.au](mailto:principal@sjis.nsw.edu.au)

## Application to Transfer

### To be completed by Parent/Carer:

We request to transfer our child from (please select by circling);

1. Japanese Division to International Division (Primary)
2. International Division to Japanese Division (Primary, Year 7)

Application submission date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Class: \_\_\_\_\_ Preferred Class: \_\_\_\_\_

### Reason

What is your reason for requesting a transfer for your child?

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### Language

What is your child's first language? \_\_\_\_\_

What language do you mainly speak at home? \_\_\_\_\_

Does your child participate in activities or lessons to assist with English/Japanese? Yes/No

If Yes, which ones? \_\_\_\_\_

### Family

How long has the child lived in Australia? \_\_\_\_\_

What is the child's residency/visa status in Australia? (Permanent/Temporary) Visa type: \_\_\_\_\_

Do you plan to remain in Australia permanently? Yes/No

If not, how long do you plan to live in Australia? \_\_\_\_\_

Please write any comments that may support your request and assist us in making our decision.

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Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of child: \_\_\_\_\_

**To be completed by teachers (Class teacher/Language teacher):**

What is the student's level of English?

\_\_\_\_\_

What is the student's level of Japanese?

\_\_\_\_\_

What are the student's strengths?

\_\_\_\_\_

What are the student's weaknesses?

\_\_\_\_\_

Are there any social, emotional or behavioural concerns that may impact on the student's transfer?

\_\_\_\_\_

Would you support the parent's request to transfer? \_\_\_\_\_ YES / NO

Comments:

\_\_\_\_\_

\_\_\_\_\_

Signed: (Class teacher) \_\_\_\_\_

Date: \_\_\_\_\_

Signed: (Language teacher) \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by Japanese Division Deputy Principal/Head of International Division:**

**Recommendation: A B C**

A= Transfer to be accepted without conditions

B= Transfer to be accepted with conditions

C= Transfer not accepted

Comments:

\_\_\_\_\_

\_\_\_\_\_

Signed: (Deputy/Head) \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration by Principal:**

(Name of child) \_\_\_\_\_ has been accepted / has not been accepted to transfer from Y \_\_\_\_\_ - \_\_\_\_\_ to Y \_\_\_\_\_ - \_\_\_\_\_ beginning from \_\_\_\_\_, 20 \_\_\_\_\_.

(date / month)

(year)

The following conditions must be met in order to complete a successful transfer (if applicable):

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Principal)

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**Declaration by Parent/Carer:**

- ❖ If a parent/carers wishes to appeal the Principal’s decision they may ask for an explanation of the result.
- ❖ Students accepted for transfer may not transfer back for a period of 1 year, unless there are extenuating circumstances accepted by the Principal.
- ❖ The conditions set by the school must be followed in the interest of a successful experience for the child. Any extraordinary costs associated with any conditions are to be covered by the family.

I have read and understood the above transfer request and decision. I hereby confirm my/our acceptance of this decision and the conditions, if any, set forth.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Parent/Carer)

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