

MIST Admission Policy (School Year 2024-2025)

Musashi International School Tokyo (MIST) is committed to a policy of equal opportunity, offering an academically challenging, holistic educational programme based on the Cambridge Curriculum, aiming to create future leaders who have global mindsets and a visionary spirit. MIST is not a selective school, but the curriculum is delivered in English and we expect all students to be able to demonstrate reasonable age-appropriate fluency in both speaking and writing in English. At MIST, our primary language of communication is English. While we do not expect parents to be able to communicate in English and will make every effort to accurately translate all communications, we may only be able to provide machine translations in certain cases (such as parent-teacher communications).

The student's fluency in English is essential for his or her successful learning experience and an important factor in our effort to reflect our values to our classrooms.

Classroom Capacity and Waiting List

While MIST aims to provide many students with opportunities for high quality education, we must maintain an appropriate teacher-student ratio to ensure that our students receive proper instruction from our teaching faculty. Thus, the school sets up a waiting list for the grade level that reached its capacity. The students are placed in a waiting pool if their age-appropriate class is fully occupied. Priority for an admissions interview will be based on the following ranked criteria; students who are to benefit from an English-medium education and who (in order):

1. Are siblings of students already attending the school
2. Students who previously attended a Cambridge International curriculum school for 4 years or more and are in need of continuing this type of education
3. Are students who have attended a school with English instruction
4. Are in need of a Cambridge International education approved at the discretion of the Head of School
5. A grade level may be opened if we have at least three students enrolled.

Students in Need of Language Support

While MIST strives to provide high quality education to a wide range of students, including those whose first language is not English, it has limited resources for those who are at a very early stage of acquiring English. Admission may, however, be granted to EAL (English as an additional language) students whose individual learning requirements can be met within the mainstream classroom without significant additional intervention or when parents are willing to

purchase additional hours of intensive English language training. In such cases, parents are to agree that students should attend language classes designated by the school for additional cost.

Students Requiring Special Support

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

Parents of children who have a history of requiring educational support that falls outside of the mainstream classroom are required to declare detailed information regarding their child's specific learning needs. This information should include previous school reports, SENCO reports, and copies of previous Individual Education Plans (IEPs) and/or reports from educational psychologists. Failure at the point of application to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs. This is a situation that we are keen to avoid, particularly as it may impact adversely on the child's self-esteem and future learning. If in any doubt, parents are advised to arrange to speak in confidence to the Head of School.

If, however, the school determines that the student does not benefit from the school or the school does not have resources needed by the student, the school may withdraw or withhold admission from the applicant.

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

Admission to Grade Level Appropriate to Applicant's Age

The grade level for admission is determined by the student's age at the beginning of the school year (September 1) as follows:

Elementary School Division

Year 1: 5

Year 2: 6

Year 3: 7

Year 4: 8

Year 5: 9

Year 6: 10

Middle School Division

Year 7: 11

Year 8: 12

Year 9: 13

High School Division*

Year 10: 14

Year 11: 15

Year 12: 16

Year 13: 17

Although applicants are advised to apply for the age-appropriate grade level, the admission may be granted to a different grade as a result of the entrance assessment. The decision is made based on the applicant's current academic performance and achievement, as well as language proficiency, for the purpose of maximizing his or her academic experience at the school.

*High School Division holds different criteria than age to determine student's grade level as stated below in the section, "Entrance to the Secondary School"

Timing of Enrollment

MIST accepts new students at the beginning of each term in the school year for the kindergarten, elementary school, and middle school divisions. Although the students may be enrolled after a reasonable length of delay due to unavoidable events, such as illness, students are strongly encouraged to join the class from the first day of the term to maximize their learning experience and be adjusted to the new environment. We do not accept enrollment in the middle of the term unless conditions to do so are determined reasonable by the school.

For the high school division, students are required to enroll from September, the beginning of the school year with few exceptions, due to its two-year programs (IGCSE and A Level).

Students are enrolled two weeks after the student's admission has been approved and all payments have been received by MIST. Parents and students should be aware that some assessments may require multiple meetings with the students. All English teachers and level coordinators must be involved with an assessment discussion prior to the student admission offer to the family. All prospective teachers of the student should be involved in discussions regarding the student at least one week prior to the student's entrance to MIST.

Enrolment into the Elementary School (Year 1-6)

Students may join the Elementary School at the beginning of a term, provided there is a place available within the student number capacity. Age-appropriate Language, Literacy and Math skills will be assessed to identify students with EAL and other academic needs. Out-of-year

group placements will only be considered in exceptional circumstances after consultation with and assessment by the Head of the Elementary School.

Enrolment into the Secondary School

Years 7 - 9 (Lower Secondary)

Students may join Years 7, 8, or 9 at the beginning of a term, provided there is a place available within the student number capacity. The school requests copies of recent school reports and, from the current (or previous) school, a confidential reference. Applicants are assessed on language skills and other subject knowledge, either in person or online. The type of the assessment is determined based on the document screening. Those who are not able to access the curriculum sufficiently well because of their limited English proficiency (or other specific issues) may be provisionally accepted to the school based on their level of English following intensive English classes at the expense of the family. If the school deems that the student may not benefit from its educational resources, it may suggest alternative schooling options.

Years 10 & 11 (IGCSE)

Due to the nature of subject choices and timetabling, enrolment onto IGCSE courses, and transfers from other GCSE or IGCSE courses, can be complex and need to be considered on an individual basis. Beginning this two-year course more than six months after it starts (March of Year 10) is often impractical as catch-up can be very difficult. The expectation is that most students will progress into Years 12 and 13 to study A-levels, although this is not automatic.

Years 12 & 13 (A Level)

Admission to the A Level Programme is dependent upon the demonstration of ability to cope with the demands of a challenging course. The normal expectation of potential A Level students is a proven academic record and the demonstration of commitment to make a positive contribution to the MIST community.

The usual minimum academic attainment for entry to Year 12 is 5 A*-C GCSE/IGCSE awards (or equivalent). These should include English and Mathematics and grade B or greater in any subject to be studied in Year 12 and 13 (Note: Some subjects require no prior knowledge, while others have more stringent requirements).

Places in Year 12 are awarded to applicants on the basis of:

- actual or predicted grades at IGCSE/GCSE or equivalent level, which may be determined via a pre-entry assessment;
- letters of reference or detailed reports from the student's previous school; and
- interview with the Head of the Secondary School (or the Head of School).

Applicants must demonstrate that they are willing to participate fully in the MIST community and the A Level experience. Admission into this two-year course after the first term of Year 12 (December) is unlikely, although transfer from another A Level school is possible, such as at the start of Year 13.

Admission Schedule

Generally, MIST begins accepting applications for admission from 10 months prior to the first term of the school year, and the application remains open on a rolling basis until the beginning of the school year's third term, provided that applicants' age-appropriate grade-levels have vacancies. The assessments are arranged on a first-come-first-serve basis.

However, if the school expects to receive more applications than the number of vacancies for entrance on the first term of the school year, the school may make the admission assessment and decision on a performance-basis, choosing applicants with higher language and academic competency. In this case, the announcement is made public on the school website.