
Enrolment Procedures

Visiting the School

Whenever possible, families are strongly encouraged to make an appointment to visit the school prior to submitting an application form. Such a visit is not a requirement but can be very informative and even help to answer questions about family relocation or the transition to a new school. Families who speak neither English nor Japanese are encouraged to bring a translator with them.

Application

Admissions forms should be completed and sent to the school either as scanned e-mail attachments or as paper copies three months before enrolment. Required forms include:

1. Application for admission and recent passport-type colour photo;
2. Health & Medical History;
3. A copy of a medical examination report issued within the last year;
4. A copy of your child's immunization record;
5. A copy of a birth certificate, passport;
6. The HIS Home Language Survey;
7. The Student Recommendation form (completed by your child's most recent teacher);
8. Previous school report cards and records;
9. Transportation Request, where applicable;
10. Financial Regulations;
11. The Application Fee (¥20,000)

The school requests that the Application fee be paid by bank transfer.

HiroshimaBank Ushita branch

Ordinary account 0123736

Gakkohjin Hiroshima Kokusai Gakuen Hiroshima International School

Swift code: HIROJPJT

Grade placement is considered only after all application materials have been received and carefully reviewed.

Interview

All prospective students and families will have an interview with the Principal and Admissions Coordinator at the earliest available opportunity after an application has been submitted. For students who are resident outside of Japan at the time of the application, any offer of a place will be provisional subject to the interview.

Admissions' assessments

Where necessary, prospective students will be required to undertake age-appropriate admissions' assessments in order to provide the school with additional information ahead of any decision on acceptance being made by the Principal. These assessments are not stressful and for younger students simply involve observations of them and one-to-one work with an HIS staff member. Applicants for Grades 1-4 may be required to sit written assessments in math and language, while candidates for places in Grades 5 and above may be required to sit longer written assessments in math and language.

Acceptance

Once all application documents have been received and a decision made to offer a place, the school will write to the student's parents/guardians confirming admission to the school. At the same time an invoice is sent from the Business Office for the appropriate fees.

Please note the following conditions

- Children entering EC3 must be toilet-trained and be 3 years of age. Children may join at any time but not prior to their 3rd birthday.
- Students entering EC4 must be 4 years of age by 1st September in the year of enrolment.
- Students entering Kindergarten must be 5 years of age by 1st September in the year of enrolment.
- Grade 1 students must be 6 years of age by 1st September.
- Grade 2 – 12 students are placed in a class commensurate with their age on evidence of successful completion of the preceding Grade, in conjunction with supportive evidence from the overall process.

The school reserves the right to refuse admission to a student at any time without explanation and particularly if:

- It is determined that the student would not benefit educationally from attending school;
- The student has a scholastic/behavioural record deemed unsuitable for the school;
- The school cannot meet the educational needs required by the student.

Please contact the school if you have any further questions.

Kristen Dickhaut
HIS Principal