

ADMISSIONS PROCEDURES

St. Mary's International School serves the diverse international community of Tokyo, Japan. Any student may seek admission, regardless of religion, nationality or ethnic origin. Applications for admission are accepted at any time. School records from the previous two years should be submitted at the time of application. Upon submission of these documents, please call the St. Mary's admissions office to arrange for the interview and screening test with the respective building principal.

HOW TO APPLY

Please send the following items at the time of application:

- *Completed application forms including a recent photo of the applicant;*
- *Records of all previous schools;*
- *Teacher recommendations (see St. Mary's application forms);*
- *A copy of the applicant's birth certificate or passport page showing his birthday;*
- *A recent family photo.*

SCREENING TEST

A screening test for all prospective students is compulsory. The purpose of the screening test is to determine if the student has the requisite language level and academic background to enable him to follow our curriculum. The screening test consists of several components: an oral interview; an English language exam (measuring grade level reading, vocabulary and usage); a mathematics screening check; and a writing sample. Students may be denied admission to St. Mary's based on the results of this test. If accepted, the student will be placed in learning groups according to the results of the screening test.

After the screening test and the interview have been completed, the principal and admissions team will review all the application materials and make a decision regarding acceptance. Once the student has been officially accepted, the parents should:

- *Pay the registration fee;*
- *Pay the required tuition and other fees according to the policies of the school;*
- *Send the rest of the application forms (ID form, health form, and bus form, if applicable).*

APPLICANTS FROM OUTSIDE JAPAN

Applicants residing outside Japan may also apply without a personal visit and may be given tentative acceptance based on school records. However, in such cases, the interview should be scheduled upon arrival in Japan and, like any other student, the screening test will be administered to the student before he can be officially enrolled at St. Mary's.

AGE REQUIREMENT

St. Mary's International School adheres to certain age restrictions for admission into the various grade levels. For a child to be eligible for the Readiness Program (RP), he must be 5 years old before September 1st of the year of admission. A student enrolling in the First Grade must be six years old before September 1st of the year of admission. The age requirements for placement in the other grades are as follows:

- Grade 2 -- 7 years old before September 1st.
- Grade 3 -- 8 years old before September 1st.
- Grade 4 -- 9 years old before September 1st.
- Grade 5 -- 10 years old before September 1st.
- Grade 6 -- 11 years old before September 1st.
- Grade 7 -- 12 years old before September 1st.
- Grade 8 -- 13 years old before September 1st.
- Grade 9 -- 14 years old before September 1st.
- Grade 10 -- 15 years old before September 1st.
- Grade 11 -- 16 years old before September 1st.
- Grade 12 -- 17 years old before September 1st.

Applicants to RP or Grade One: In order to be considered for an interview, a student must have attended an English-speaking kindergarten or have received a satisfactory score on a standardized readiness test, or both. One essential requirement is English proficiency sufficient to follow the regular school program. Exceptions are made for students in Grade One or above who may be eligible for our ESL (English as a Second Language) program.

Applicants to Grades 2-5: In order to be considered for an interview, a student must have attended an English-speaking school or have received a satisfactory score on a standardized readiness test, or both. One essential requirement is English proficiency sufficient to follow the regular school program. Exceptions are made for students who may be eligible for our ESL (English as a Second Language) program.

Applicants to Grade 6: In order to be considered for an interview, we strongly prefer that the applicants have had at least one year in a school where the main language of instruction is English. However, we are willing to receive applications from any student wishing to enter Grade 6 so long as it is understood that language ability will be one important factor in deciding whether to proceed to the interview and testing stages.

Applicants to Grades 7 and above: In order to be considered for an interview, applicants to Grades 7 and above must have studied at least two years in a school where the main language of instruction is English. Further, these two years of English language schooling must have taken place within the previous 3 years.