



The Japanese School of Melbourne

Student Enrolment, Transfer, and Graduation Policy

If you need help to understand this policy, please contact school office 0395281978.

The Japanese School of Melbourne

Student Enrolment Policy

Purpose

To provide an efficient process of enrolment, transfer and graduation that satisfies the needs of both students and the school.

Scope

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Policy

- All children who are eligible to attend school and be able to understand Japanese Class and be able to communicate in Japanese language are welcome to attend our school.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 2nd April of that year) such as passport or birth certificate and an immunisation certificate.
- All enrolments will require the completion of all the Enrolment Forms and relevant forms with details entered and submit to school before the enrolment date.
- The Principal may contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student. Additionally, the Principal may contact the principal of the school to which the student is scheduled to be transferred, in order to pass on any academic and/or behavioural information about the student.
- JSM follows the protocols established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) with regard to dual enrolment at a second school that also falls within the jurisdiction of MEXT. JSM does not recognise dual enrolment at a second school which is outside that jurisdiction.
- If a student attends JSM from the commencement of the school year to the end of the second semester and the Principal deems that they have satisfied certain school work requirements including but not limited to attendance and academic performance, they will be permitted to graduate at the end of our school year based on the school work completed up until the end of semester two, provided also that they are transferring to an Australian school at the beginning of the new Australian school year.

Approval

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Consultation	Staff, School board
Endorsed by	JSM Board
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