

NLCS Kobe Admissions Policy

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Approved: Founding Principal and NLCS London
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PURPOSE OF THE ADMISSIONS POLICY

The NLCS Kobe Admissions Policy outlines the principles and procedures for admitting students to the school. Its aim is to ensure a transparent, consistent, and fair admissions process while fostering a diverse, inclusive community that reflects NLCS Kobe's ethos and values.

NLCS Kobe is committed to identifying students who will thrive in a dynamic academic environment and benefit from the breadth of opportunities available.

Definitions:

- Student / child / applicant – the person applying to study at NLCS Kobe
- Parent (an applicant's parent, guardian or representative)

INTRODUCTION

NLCS Kobe will open in August 2025 as the fifth school in the NLCS family of schools. We will work closely with our sister schools in London, Dubai, Jeju and Singapore. Our educational philosophy is based on three core pillars:

- An ambitious education
- Individualised care and support
- Extracurricular enrichment

We will draw on 175 years of educational history and integrate Japanese history and culture to our international curriculum. Our learning is experiential, exciting and enjoyable – designed to inspire a love of learning in our students.

NLCS Kobe welcomes applications from students of all nationalities, ethnicities, and backgrounds. We seek students with enthusiasm for learning, creativity, and a desire to contribute to the school community.

School Structure

Junior School

Grades 1-5 (Opening in August 2025) - Asia One Campus.

Senior School

Grade 6 (Opening in August 2025) - Asia One Campus.

Grade 7 (Opening in August 2026) - Asia One Campus.

Grade 8 (Opening in August 2027) - Asia One Campus.

Grades 9-12 (Scheduled Opening in August 2028). In August 2028, it is planned that Grades 6-12 will be based at the new Rokko Campus on Rokko Mountain. Grades 1-5 will remain in the Asia One Campus on Rokko Island.

It is expected that the majority of students will automatically progress from one year to the next. If this is not the case, then parents will be met with well in advance of the end of the school year.

Academic Year

NLCS Kobe's Academic Year is from August to June. The Academic Year consists of three academic terms and the dates of these will be shared on the NLCS Kobe website.

Day and Boarding

NLCS Kobe will be a day school only for the academic years August 2025 - August 2027. It is planned that from August 2028, there will be a choice of either a day school or boarding in the senior school. Exact dates, timings and fees will be communicated nearer the time.

Available places

- The maximum class size is 22 from Grades 1 to 10, in Grades 11 and 12 the maximum class size will be 14.
- Year group sizes may vary depending on parental interest.
- Available places vary on a regular basis and NLCS Kobe reserves the right to adjust these as required.

Equal Treatment

The school encourages applications from students of all backgrounds and each application is treated equally throughout the process allowing for students to be assessed solely on the Admissions criteria, unless otherwise stated in the preferential treatment detailed below.

Special Educational Needs

Students with special educational needs are welcome to apply. It is advisable that parents speak to the Admissions Team prior to registering their child to ensure their needs are met throughout the process and once enrolled should an offer be made.

Data protection and confidentiality

All data provided (electronically or otherwise) will be stored and used until either requested not to do so by parents or once the purpose of holding the data has ceased. When registering a child, parents will be required to consent to the capturing and use of their personal data.

By sitting exams via a third party, parents agree to their child's data being shared with this third party. For example, students who are required to sit a CAT4, PTM or PTE online assessment.

Legislation

The policy and process of admission to NLCS Kobe are governed by Japanese legislation and NLCS best practice. Please see page 10 for further guidance.

Siblings and family members

Siblings and family members must apply, follow the assessment process and be offered a place on their own merit, no special allowances will be made.

Selection Criteria

NLCS Kobe is a selective school. NLCS Kobe considers a student's prior attainment, previous school reports, performance in assessment exams, interaction during their interview and their English Language ability.

Application Preference

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

1. Siblings of current NLCS Kobe students
2. NLCS current or past students
3. Gender when the balance requires redressing

ENQUIRY

Initial enquiries can be made via the NLCS Kobe website, via email or via telephone.

<http://www.nlcskobe.jp>

admissions@nlcskobe.jp

+81 (0) 70 6401 5025

Enquirers will be provided with information relating to NLCS Kobe and the Admissions process. The information provided will be accurate and up to date.

VISITS TO NLCS KOBE AND OTHER EVENTS

Families of students who are eligible to study at NLCS Kobe are welcome to visit the school, meet staff and arrange to meet with the Principal to further their understanding of NLCS Kobe. Face to face visits and events (which will be detailed on the NLCS Kobe website) are bookable on a first come first served basis.

Events will go ahead as published unless there are unforeseeable reasons as to why they cannot, at which point attendees will be informed, by email, at the earliest opportunity.

All applicants are encouraged to visit NLCS Kobe or meet staff prior to registering or accepting an offer, though this does not affect the student's application.

REGISTERING A STUDENT

All applicants must register via the NLCS Kobe online application portal: <https://nlcskobe.openapply.com/>

1. All applicants must provide the required documents as set out on the portal for the relevant year of entry: [Required Documentation](#). Please note that parents can provide the last official school report for their child even if this is from the previous school year.
2. All applicants must pay a non-refundable application fee (currently ¥35,000)
3. Applications will be processed on a first come first served basis for the next available intake.
4. Reference / recommendation requests will be required after registration and parents will be informed when this is being asked for.

ASSESSMENT CENTRE LOCATION AND DATES

Dates and location

The Admissions Team will advise parents of the assessment dates and the location of the assessments. Please note that the location changes depending on the time of year. Until March we will use our admissions and marketing suite in Osaka and from April onwards we will use the AsiaOne building in Kobe.

For applicants wishing to join the school in September 2025, assessments will be held as follows:

December 2024 – March 2025 (i.e. before the Asia One Campus opens):

North London Collegiate School (NLCS) Kobe- Test Centre and Marketing Suite
 Esc Garage and Club, 6-7-12,
 Itachibori,
 Nishi-ward,
 Osaka-city
 550-0012

April 2025 or when the Asia One Campus opens:

North London Collegiate School (NLCS) Kobe
 Asia One Centre
 1 chome 17,
 Koyochonaka,
 Hyogo Prefecture,
 Kobe
 658-0032

For applicants applying to join the school during the academic year, the admissions team will consult with the Principal and Vice Principal and advise of assessment dates and possible start dates mid-term.

Assessment elements

Full details of assessments are published online. The table below provides a summary of the type of assessment that will be undertaken to determine suitability. Please refer to this link for more information: [Entrance Assessments](#)

		Entrance Assessments					
Current age of applicant (years)	Applying for entry to Grade (with respective ages-years)	NGRT (30 minutes)	NGMT (60 minutes)	CAT4 level	CAT4 timing	PTE (untimed to 75 minutes)	PTM (untimed to 75 minutes)
5-6	1 (6-7)	Y	Y				
6-7	2 (7-8)	Y	Y	X	(2x 40mins)		
7-8	3 (8-9)	Y	Y	Pre-A	(2 x 40mins)		
8-9	4 (9-10)			A	(3x 45mins)	Level 9	Level 9
9-10	5 (10-11)			B	(3x 45mins)	Level 10	Level 10

10-11	6 (11-12)			C	(3x 45mins)	Level 11	Level 11
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RESULTS

Data obtained through assessment and the application process will be stored by the Admissions Department and given to the Vice Principal and Founding Principal to make an outcome decision for each applicant. Should a student receive and accept an offer their results will be shared with the relevant school departments to allow class and teacher allocation.

NLCS Kobe will not disclose assessment data to parents or guardians. Assessment Data obtained through third parties such as CAT4, PTM and PTE will be stored by the Third Party.

Day Offer

Applicants who meet the required standard (and where there is an available day place) will receive an offer. The offer will include an online acceptance form and enrolment fee deadline date (usually two weeks after the offer letter). To accept the offer, the applicant must pay the enrolment fee and complete the online acceptance within the deadline. Once the deadline has passed the offer will no longer be valid and the place will be made available to other applicants.

Day Offer – with conditions

Applicants who meet the required standard but did not perform as well as expected or if there are areas of concern may be offered a place with a condition. The condition must be accepted along with the offer within the deadline as explained above. The particular condition will be explained in the offer letter. For example, a student may be made an offer subject to termly performance reviews.

Waiting list offer/Waiting list offer with conditions

Applicants who meet the required standard but where there are no available places will be added to a waiting list. Further details regarding the management of the waiting list are detailed below. Waiting list offers can also include conditions, see above. When places become available the offer will be either for day or boarding depending on the number of places available in each category.

**Note: Boarding will be available from August 2028 for Grades 6-12.*

No offer

Students who do not meet the required standard will not be made an offer.

ACCEPTANCE OF OFFER

Applicants must accept the offer within the deadline stipulated on the offer letter by:

- Completing the online acceptance form
- Paying the Non-refundable enrolment fee
- Arranging for the completion of the medical form

Applicants should refer to the Standard Terms and Conditions (including Fees information) before accepting the offer and sign to say that they have read these. The student will also need to sign the terms and conditions and it is the parents responsibility to explain these to the child.

In line with UK child protection and safeguarding legislation, the Admissions Team will contact the Headteacher of the applicant's most recent school and request for them to share any child protection or safeguarding concerns they may have with the Principal of NLCS Kobe.

DEFERRING AN OFFER

For same Academic Year of Entry

If you do not wish to accept the offer for the original entry point (for example August) you can decline the offer and instead you will be considered for the next entry point within the same academic year. However, this does not guarantee a place for your child as other applicants and available places will change. Parents defer places at their own risk.

Parents who wish to defer entry but secure their child's place must pay tuition and all other fees from the enrollment date, thus reserving the place and allowing the child to join later. This type of deferment is at the discretion of the Founding Principal.

For the next Academic Year of Entry

Places cannot be deferred to the next academic year of entry. Students must reapply, pay the non-refundable application fee and go through the assessment process for that relevant year. However, those parents that have clearly stated in their application form that they wish to enter the following year will not be held to this clause.

WAITING LIST

Students are placed on a waiting list when they have met the standard for an offer but there are no places available. When a place becomes available the waiting list will be reviewed by the Founding Principal and a student will be selected to receive an offer.

The waiting list place is only for the academic year that the assessment was undertaken for. Receiving a place on the waiting list does not automatically mean the student has an offer of a place in the next academic year in the higher year group, unless they applied after August and were assessed for the higher year.

If no places become available for those on a waiting list, it will be at the Founding Principal's discretion as to whether or not the student is automatically eligible for the next level and year of entry or if the student will require further assessment.

If students on the waiting list require additional assessment the outcome may include offer, conditional offer, wait list offer or no offer depending on their results.

If a student can receive an offer for a future academic year in a higher year group, then whether they receive a firm offer or are placed on a waiting list depends on the number of places available.

Offer to those on a waiting list

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- Siblings of current NLCS Kobe students
- NLCS current or past students
- Gender when the balance requires redressing.

RETURNING STUDENTS

Those students who have left NLCS Kobe and wish to return to the same academic year, within the year of departure can do so at the discretion of the Founding Principal without assessment.

When a year has passed, students will be required to apply again and go through the relevant assessment for their new year of entry. A new application and the non-refundable application fee must be paid.

Previous performance, behaviour records and commitments (including fee payment) will be taken into consideration when making a return offer.

APPLYING AGAIN

Students who received an offer but did not accept their place

For the same Academic Year of Entry students can request that their offer is reinstated. If places are available they will be made an offer, if places are not available they will be added to the waiting list.

For a future Academic Year of Entry students will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

Students who did not receive an offer

Students cannot reapply for the same year of Entry. Students can reapply for a future academic year and will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

INDUCTION AND ENROLMENT

Prior to the start date applicants will receive several informative communications and requests for additional information to prepare for their arrival, this will include the New Parent Handbook, uniform information, fee invoices and induction timetable. Where appropriate, upon review, the School Nurse will contact parents about any medical information received during the admissions process.

House, teacher, class allocation etc. will be determined by NLCS Kobe.

FEES AND NOTICE PERIODS

Parents should refer to the terms and conditions for further information before applying or accepting an offer. Notice periods are fixed and outlined below. Parents should note the withdrawal deadlines and understand that they will be liable for fees if these are not met. The notice dates are as follows:

- 20th August to leave on 1st January;
- 2nd January to leave on 1st April;
- 2nd April to leave 1st July and not be liable for autumn term fees.

STAFF CHILDREN

Children of staff employed on an international teacher's contract are eligible to join NLCS Kobe without entry assessment. Students joining Year 3 and above will be required to sit a CAT4 exam to assist with class allocation. The school reserves the right to place the student out of year group and limit examination entries if the required standards are not being met. The staff member will be consulted with before the above takes place.

INTERNATIONAL STUDENTS

NLCS Kobe welcomes applicants from around the world, however, we are unable to help with any visa applications.

Should an applicant appoint an agent or other third-party representative to support their application, NLCS Kobe will liaise with the third party but not issue a contract, form a relationship or pay a commission (unless agreed with NLCS Kobe / Hakko LR in advance). All associated costs are to be paid by the parent.

Parents must ensure there are suitable guardians in place, local to the school.

STUDENTS FROM OTHER NLCS SCHOOLS

On occasion, applicants sometimes request to move from one NLCS school to another NLCS school. This could be due to family relocation for example. Before making an application, families should speak to their current NLCS Principal who will in turn liaise with the NLCS Kobe Principal.

If a family of a student at another NLCS school wishes to apply to NLCS Kobe, the Admissions team will first of all confirm if a space is available. The application will also be referred to the Founding Principal for their decision as to how to proceed. The formal application process will need to be followed. The Founding Principal may also request that the usual NLCS Kobe assessment process is followed.

Fees etc. are not transferable between schools and agreements will be separate for each school.

EXCEPTIONAL CIRCUMSTANCES

NLCS Kobe reserves the right to alter the Admissions process and entry requirements in exceptional circumstances and notice will be given where possible.

We are also required to make you aware of the School Education Law of Japan, whereby families of Japanese nationality are normally obliged to send their children to schools offering Japanese compulsory education (up to middle school).

There are however exceptions to this, and you are encouraged to consult with the educational board at your local ward office to discuss your intentions, especially if one of the following applies to you:

- Your child is an overseas returnee who has been attending English-medium school(s) abroad for a number of consecutive years
- Your child has been attending recognised English-medium international school(s) in Japan for a number of consecutive years
- Your child is unable to receive national compulsory education owing to unfamiliarity with the conventional Japanese school environment, and has strong affinity with international schooling
- Your child has specific learning need(s) not catered for by the Japanese school system
- Other circumstances specific to you

The above does not mean that you cannot join NLCS Kobe but you need to be aware of it. If you have any questions then please feel free to contact the admissions team who will be able to help.

WITHDRAWAL

By the Applicant

You can withdraw an application or decline an offer at any stage, please note the terms and conditions for this process.

By NLCS Kobe

NLCS Kobe reserves the right to withdraw an application or revoke an offer should any of the information provided by the applicant be false or if parents do not agree to the terms and conditions or meet the required deadline or should a Day student not be residing with a legal guardian. For clarity, if the parents withhold any learning needs, behaviour needs or have falsified any information then the place of the child will immediately end, and no paid fees will be refunded.

COMPLAINTS AND APPEALS

Applicants can make a complaint via the published NLCS Kobe Complaints process. This will be available on the school website.

Applicants can appeal a decision by writing to the Principal via the Admissions email (admissions@nlcskobe.jp) explaining why they are appealing and what they would like the outcomes to be. This appeal will be considered by the Founding Principal and a decision will be sent, via letter, to the parents within 10 working days (working days are those when the school is officially open and not covered by school holidays).

REVIEW

The Admissions Policy will be reviewed annually. This may mean that applicants for one entry point within the same year may have a different application process to a later applicant.