

【Notice】 Schedule of Enrollment in Elementary School

Sendai City Board of Education

<Inquiries>

Please contact each section below (in Japanese if possible).

- ① For school enrollment:
School Affairs Section (TEL: 022-214-8860)
- ② For health checkups for children starting school:
Health Education Section (TEL: 022-214-8881)

Kamisugi Building 11F, Kamisugi 1-5-12, Aoba-ku, Sendai-shi, 980-0011

© If this letter is addressed to your child themselves, please inform us at the time of the health checkup for children starting school.

© Information regarding this notice is also available on the website of the Board of Education.
(<https://www.city.sendai.jp/shogakuchose/kurashi/manabu/kyoiku/inkai/kakushu/shinse/nittei.html>)

Please be careful about any type of door-to-door sales of educational materials or other materials since the Board of Education and Sendai municipal schools have no association with such businesses.

● Approval Criteria for Changing Designated School

The elementary or junior high school in which a child is enrolled is determined by the Board of Education based on the school-commuting areas set by the student's address. However, there are some cases where children who have difficulties enrolling in a designated school due to special conditions may be approved to enroll in a school other than a designated elementary or junior high school (changing designated school) by applying to the Board of Education.

The approval criteria for changing designated school are shown below.

1. Approval Criteria for Changing Designated School (For new enrollment in elementary schools)

Approval criteria category	Required attachment	Where to apply
(1) Reasons of Physical or Mental Disabilities, etc.		
①Disabilities or invalidity Children with physical or mental disabilities and/or diseases, or are receiving long-term hospital treatment	Medical Certificate, etc.	Special Support Education Section
②Attend Special Needs Education classes When the designated school has no appropriate classes for special needs education, or if the child will attend classes in a hospital where they receive treatment, etc.		Special Support Education Section
(2) Reasons of Moving within Sendai City		
①Plan to move or temporarily relocate In the case that your move within the city has been decided, or you need to temporarily relocate to other school districts due to your house being renovated, etc.	Certificate of home sale or purchase, Lease contract, etc.	School Affairs Section
*When completing the resident record of your new residence by the day before the school entrance ceremony, application is not necessary.		
(3) Reasons of Family Circumstances		
①Elementary school child care Due to there being no guardian who can care for their child after school due to work or other reasons, and the child spends time with a relative or at a children's club, etc., the guardians wish for the child to attend a school of a school district where a relative's house or children's club is located. ※Moreover, even if the childcare term in the above conditions ends and the school which the child attends is in the neighboring school district of the designated school, with a safe school commute being possible, the said child can continue attending the school by their guardians submitting an application.	Relative's house, etc.: Guardian's Certificate of Employment, Certificate of Childcare which is issued by relatives or childcare facilities, etc. Sendai City Children Club: Copy of Notice of Determination	School Affairs Section
②Sibling relationship In the case that any sibling in a family has been permitted to change their designated school (except for the reason of attending classes at a hospital), other siblings may also be given permission to attend the same school.		School Affairs Section

Approval criteria category	Required attachment	Where to apply
(4) Reasons Related to Living Area Circumstances		
① Long distance commute to school If a safe commuting route by walking to the designated elementary school from your home is more than 2 km at its shortest distance and a closer school is in the neighboring school district.		School Affairs Section
(5) Educational Reasons		
① Special considerations at preschool In the case that a child is recognized as needing special considerations for enrollment into elementary school after consultation with a specialized institution, due to difficulties in adjusting (interactions, personal relationships, etc.) at a kindergarten or nursery, and guardians wish for their children to attend an elementary school in the same school district where they attended preschool.	Notification such as records concerning special considerations from kindergartens or diagnosis from a medical institution such as a pediatric clinic or development counseling and assistance center, etc.	School Affairs Section

*Depending on the circumstances, other documents may be required in addition to above.

2. How to Apply to Change a Designated School

Guardians can submit applications with required documents to the section mentioned in this chart. Application forms can be obtained at Sendai municipal elementary and junior high schools or the School Affairs Section.

3. Period for Submission of Designated School Change Application

October 2 (Mon.) to December 15 (Fri.), 2023

***Except Saturdays, Sundays and National holidays**

However, if you move residences after this period, or (3)① in the chart applies to you, applications can still be accepted.

4. Revocation of Approval

Please note that approval for a designated school change will be revoked and your child must enroll in your designated school as determined by your residence area if a false application or document is submitted, or the reason for changing designated school has been lost.

*For further information about the above system, please contact the School Affairs Section (TEL: 022-214-8860).

*For inquires about changing a designated school for a child with special needs, please contact the Special Support Education Section (TEL: 022-214-8879).

© For International Schools
 Please be aware that schools which have their own curriculum such as international schools and the like are not considered as “compulsory education” and thus treated the same as miscellaneous schools or unaccredited educational institutions. Children with Japanese nationality who attend an international school are not considered to be taking Japanese compulsory education.

- **Approved Areas to Change Designated School**

Schools for your children are designated based on your address; however, you can choose schools in neighboring school districts by applying at the time of the child's school enrollment or transfer. Available areas are called the "Approved Areas to Change Designated School," and you will be notified via mail in October if you live in said areas.

The Approved Areas to Change Designated School are set through consultations with the relevant schools by applications from representatives of neighborhood associations or children clubs based on the consensus of residents of the community. If you would like an area to be newly set, there are various conditions that must be met. Therefore, please consult with the School Affairs Section through your neighborhood association in advance. When wanting your area to be considered for getting approved, you must begin consultations and discussions at least one year before the fiscal year in which you desire the area to be set, and an application must be submitted by October of the previous fiscal year.

- **Change of School-commuting Areas (School Boundary Lines)**

Each school has its own school boundary and commuting areas based on commuting distances, geographical conditions such as roads and rivers, and historical precedence based on the circumstances of the community.

If you need to change the school-commuting areas due to a change in the community's circumstances, please consult with the School Affairs Section through your neighborhood association which represents the consensus of the community. Changing school-commuting areas may not always be possible due to certain conditions such as the following: the commuting area must be adjacent to neighboring school districts, and existing facilities can accommodate the change, etc. Please make consultation arrangements as early as possible since the school-commuting areas changes profoundly affect various aspects such as school enrollment administrative work.

◎If your child is expecting to enter a national school, prefectural school or private school

Guardians are required to submit an application to the Board of Education. Please submit the application with the copy of school entrance permission, etc. issued by the enrolling school to the Board of Education. For more details, please check the website of the Board of Education.

(<https://www.city.sendai.jp/shogakuchose/kurashi/manabu/kyoiku/inkai/kakushu/shinse/tetsuduki/kuikigai.html>)

◎If you are expecting to move within Sendai City

- If you move by the middle of January, the new address will be reflected on the Enrollment Notification (postcard) which will be sent at the end of January.
- If you move between late January and the day before of enrollment ceremony, the Enrollment Notification (A4 size paper) will be issued at the same time when you transfer a resident record, at the same counter. Please bring the notification to the enrollment ceremony.

【Notice】 Schedule of Enrollment in Elementary School

This is to notify you of the schedule for your children to enter elementary school next spring.

Early October	A notice about the date and location of health checkups for children starting school will be sent by mail.
Late October to late November	Health checkups will take place. ※The dates for health checkups will be written on the website of the Board of Education and the Sendai City Newsletter (October). Please check the checkup schedule. (https://www.city.sendai.jp/hokentaiku/shugaku/kenshin.html)
The end of January	Enrollment notifications (postcards) will be mailed. ※Notification of the designated school name for your child, and date of the enrollment and entrance ceremony will be sent to you. Please bring it with you on the day of the entrance ceremony.
February	School enrollment briefings will be held at the designated school.

Name of child	
Date of birth	
Designated school	
Name of guardian	

This notification has been sent to you based on the basic resident register of Sendai City as of XX XX, XXXX. You may be approved to change the designated school your child attends which is listed above based on the approval criteria, etc. on pages 1 and 2 depending on your personal circumstances. If you need to change a school, please contact the School Affairs Section.

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To those who are foreign nationals:

If your child is expecting to enter a Sendai municipal elementary school, please have a health checkup after you receive a notice of health checkups for children starting school.

In the case that your child is expecting to enter in a Sendai municipal elementary school but they did not have a checkup, please bring passports and residence cards, etc. of you (guardians) and your child to the School Affairs Section and submit an application for school enrollment.

Notice

◎School district search on the website is available

Go to the website of the Board of Education

(<https://www.city.sendai.jp/shogakuchose/kurashi/manabu/kyoiku/inkai/kanren/kensaku/index.html>)

(1) When searching the school district by your address

Find the first character of your address district on the “Municipal Elementary and Junior High Schools District Search” page, which is sorted in Japanese alphabetical order.

(2) When confirming the school-commuting area

Please search by the name of an Elementary School or Junior High School.

◎Required document forms for Designated School Change Application can be downloaded from the website

Go to the website of the Board of Education

(<https://www.city.sendai.jp/shogakuchose/kurashi/manabu/kyoiku/inkai/kakushu/shinse/tetsuduki/shihen.html>)

The “Designated School Change Application” page will be displayed.

Please confirm the required documents to be attached on the “Approval Criteria for Changing Designated School” section and download forms accordingly.

◎About providing the Financial Assistance for Elementary School Entrants prior to enrollment

The City of Sendai provides financial assistance (fees for school supplies and lunch, etc.) to guardians who have difficulties in providing a school education to their children due to financial reasons.

Commonly, application for the assistance system and its payment must be made after entering a school. Only the “Financial Assistance for Elementary School Entrants,” which is one of the assistance systems for expense items, can be provided in March before the enrollment of your child into school. In order to receive the payment, making a dedicated application and obtaining approval are required. For details, please visit the website of the Board of Education.

(<https://www.city.sendai.jp/shogakuchose/kurashi/manabu/kyoiku/inkai/kakushu/shinse/shinnyugaku.html>)