

Procedures for Starting School (Non-Japanese Students)

Application Procedure for Enrollment in Public Elementary / Junior High Schools

- ① Place: School Affairs Group, School Affairs Division, Board of Education
#6 counter, 7th floor, 2-45-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-8422
- ② Required document: Both parent/guardian's and children's
• Residence card or • Special permanent resident certificate
- ③ Period to apply : By September 30, 2025 (Tuesday) 8:30 a.m. till 5:15 p.m. (weekdays only)
- ④ Adjacent School Plan: When you want your children to attend the adjacent school,
please ask for the application form when applying for admission.

Without completing the enrollment process, you will not be able to complete the following procedures.

For designated
school

※Select either designated or adjacent school.

For adjacent
school

No application required

Apply by September 30, 2025 (Tuesday) for Elementary and Junior High Schools

Class observation week or our Website may help you to select the school. Select one school from the adjacent schools, fill in the application form and send it by electronic application, by mail or by hand-delivery.

If the number of applicants exceeds the maximum number, as a rule, we will hold lot drawings. We will notify candidates accordingly.

With a lot drawing

Without a lot drawing

Health Checkup around November
(Elementary School Only)
At the designated school

Health Checkup around November
(Elementary School Only)
At the school of your choice

Lot drawing
November 27, 2025 (Thursday)

※ Elementary school students only
Be sure to take the check-up

Notification of Admission
in mid December

We will send the notice for the designated school by mail.

Notification of Admission in mid December

According to the result of the drawing, an acceptance letter will be sent to you, specifying the school to which your children will admit.
(If you do not win a lot drawing, we will send you a notice of admission to the designated school.)

Briefing session for parents/guardians of new students Around January-February

Held at each school. You will be informed about what is required for admission.

If you cannot attend this session, please contact each school.

Entrance Ceremony April

Please bring your enrollment letter to the entrance ceremony.

- ※ While you are consulting on starting school with the Board of Education, we will delay sending the notice.
- ※ If you wish to change the designated school after you receive the notice, you need to apply to change schools. This change will be authorized only when the Board of Education determines so after your interview.
(e.g., when siblings, who changed the designated school, will continue to attend the same school after April.)
Besides, there may be a limit in school capacity due to the increase of students in the area you wish.
(Period to apply: Scheduled from December 16, 2025 to January 6, 2026)

(Reference) Approval criteria for change of designated schools

<http://www.city.toshima.lg.jp/353/kosodate/gakko/shochu/tennyugaku/003881.html>