

JAPAN COUNCIL OF INTERNATIONAL SCHOOLS

Application for Membership

(Last revised : October 2009)

Name of School

Address

Head of School

e-mail

Name of Person Completing this form

e-mail

Date of Application

This form is a Word document. Please **type** all answers in the spaces provided.

There are five membership criteria. Please complete each section. Please expand each box as necessary by using the return key.

1. Governance, Administration and Staff

1.1 As part of its structure of governance, all schools should have a body appointed or elected to oversee all aspects of the school's operations.

Please give brief details of the governance structure of the school with specific reference to its composition and relationship to the school's administration.

1.2 The person appointed to Head the school should hold professional educational qualifications, and the teaching staff should also be appropriately qualified.

Please give details of the Head's qualifications.

Please also confirm that all teaching staff have recognized teaching qualifications. If this is not the case, please give the number who do not and the reasons why.

2. Establishment and Stability

*2.1 Schools must demonstrate reasonable stability and continuity; schools may only be admitted to JCIS after a period of **three** years of successful operations as an established school, and after fulfilling all other criteria for membership.*

In which year was the school founded? (Defined as the first year during which students were enrolled.)

Please confirm that the school has been in continuous and successful operation since the date of foundation.

2.2 Schools shall have a clearly formulated set of objectives and educational philosophy which shall be set forth in a written statement.

Please paste here or attach separately the school's philosophy, mission statement, objectives and/or other appropriate document(s).

In which year were these documents most recently revised?

2.3 Each school must be accredited, officially accepted as a candidate for accreditation, or should give valid reasons why accreditation may not be appropriate to the school.

Please indicate by which agencies the school is accredited. Please note that authorization (for example, authorization to offer IB courses) does not constitute accreditation.

In which year was the school most recently (re-)accredited and by whom?

If the school is not accredited, is it registered as a candidate for accreditation? If so, please provide details and evidence.

If the school is not accredited and believes that accreditation is inappropriate, please give details here.

3. Programme / Curriculum

3.1 Each school should have a fully articulated curriculum which is taught in English.

Is English the language of instruction within the school? If not, please give details.

3.2 Full member schools should demonstrate a complete educational programme for one or more of the following: Preschool, Elementary School, Middle School, High School

Please indicate the age-range for whom the school currently provides education.

If the school is authorized to offer a recognized curriculum (national or international) please give brief details here.

If the school is not authorized to offer a recognized curriculum, please outline details of the curriculum which is used.

4. Internationalism

4.1 Each school should be serving an international/expatriate community, and should attempt to reflect the diversity of a multi-national student body within the delivered curriculum.

Please provide details of the composition of the student body with particular reference to nationality, culture and language.

5. Finance and Facilities

5.1 The school must demonstrate sound financial planning, and financial resources and management of the school shall be capable of sustaining the educational programme consistent with the stated philosophy and objectives.

Please provide evidence of financial stability and forward planning.

5.2 The school facilities, basic furnishings, and teaching equipment shall be adequate to support the total school programme.

Please provide brief evidence that the school's facilities and resources are appropriate.

Thank you for completing this form. Please now submit it as an attachment to the current President of JCIS.

Please print a copy for your own records.
