

Application Form

Kindergarten to Grade Five

Osaka
International
School
of
Kwansei
Gakuin



The first international school in Japan to offer all three IB curriculums.
An IB World School since 1991.



*Informed, Caring
Creative Individuals
Contributing to
a Global Community*

Documents Checklist

In order to process your application in a timely manner, the school will need to receive all of the following items. Please ensure that they are included with your application, or that you inform the school of any delays in acquiring any of the documents. Also, please note that a separate Application Form is required for each child you wish to enrol.

Included in this document

- Completed school Application Form (OIS-AF-ES-2016a)
- Appendix 1 & 2: Confidential recommendation (from school principal or ounsellor, and classroom teacher)
- Appendix 3: Health Record (completed and signed by a parent **upon successful completion** of the admissions process)

- Enrollment Agreement

- Photocopy of passport (the photo page)

- Two passport size photos (3.5cm x 4cm)

- Application Fee

- School records for the past three years

- Standardized test results (ITBS, PSAT, SAT, TOEFL, etc.)

- Reports from support specialists, if applicable

School Mission

Osaka International School and Senri International School of Kwansai Gakuin were founded to bring together, for the benefit of returnee, national, and international residents of the Kansai region, the best of Japanese and non-Japanese educational ideas, systems, and techniques into two schools which share a building, programs, curricula, philosophies, experiences, and dreams.

The shared mission of both schools is to educate our students to become “Informed, Caring, Creative Individuals Contributing to a Global Community.”

The vision for our schools is revealed in our statements of belief, which apply to all of our schools’ divisions, from elementary through grade 12:

I. Two Schools Together

1. We believe that it is important for the two schools to continually explore ways to come together because this brings great benefit to our students.
2. We believe that the closeness of the schools is so important that it is the central part of our vision.

II. Exchange of Ideas

1. We believe that our schools should be a place where ideas, particularly educational ideas, are freely exchanged among faculty, parents, and students.
2. We believe the diversity of experiences of our faculty, parents, and students should be celebrated and the free exchange of ideas will enhance this celebration.

III. Understanding of Cultures

1. We believe that our schools should be deeply involved in the culture of our host country in study, appreciation, and understanding.
2. We believe that our schools should also be involved with the relationship between the culture of Japan and the surrounding cultures of Asia and the rest of the world.
3. We believe that since our community is composed of so many cultures, our schools should be a place where intercultural understanding is modeled, studied, and celebrated.

IV. Learning

1. We believe that the special nature of our schools should encourage students to be well-rounded, creative individuals, responsible thinkers and doers, and this is why we believe our programs should be full of choices, special programs, and innovative structures.
2. We believe that one of the key responsibilities of our schools is to encourage students to learn how to learn and to carry this kind of learning into adulthood.

V. Common Ground

1. We believe that our schools should represent a common ground between Japanese and non-Japanese ideas, practices, beliefs, and traditions.

VI. Model

1. We believe that our two schools should exist as a model for others.
2. We believe that one of our goals is to demonstrate new ideas, practices, techniques, and systems to other schools around Japan and the world.



1. Applicant Details

Last (Family) Name: M F

First (Given) Name: Date of Birth:
DD / MM / YYYY

Middle Name: Country of Birth:

Nationality: (passport #1) Nationality: (passport #2, if applicable)

Please attach two
 passport sized
 photos here

 (3.5cmx4.5cm)

2. Target Enrollment

Current Grade: Application to Grade: Expected Enrollment Date: Expected Length of Enrollment:
MM / YYYY (years)

3. Address

Address in Japan:	Billing Address (if different):
.....
.....
Home Telephone:	Home Telephone:
Email:	Email:
Mobile:	Mobile:

4. Education

Please provide details of the most recent school first

Current School Name:	Grade Levels Attended: <small>from ~ to</small>
School Address:	Dates Attended: <small>from MM / YYYY to MM / YYYY</small>
Curriculum: <input type="checkbox"/> IB <input type="checkbox"/> Other (please specify)	
Previous School Name:	Grade Levels Attended: <small>from ~ to</small>
School Address:	Dates Attended: <small>from MM / YYYY to MM / YYYY</small>
Curriculum: <input type="checkbox"/> IB <input type="checkbox"/> Other (please specify)	
Previous School Name:	Grade Levels Attended: <small>from ~ to</small>
School Address:	Dates Attended: <small>from MM / YYYY to MM / YYYY</small>
Curriculum: <input type="checkbox"/> IB <input type="checkbox"/> Other (please specify)	

5. Support Needs

Has the applicant ever had any psychological, educational or special testing? Yes (please provide copies of reports) No

Has the applicant ever been placed in any of the following plans, or received support for any of the following?
 (please check the applicable boxes, and provide copies of reports or other supporting documents)

<input type="checkbox"/> No programmes	<input type="checkbox"/> ESOL (English for Speakers of Other Languages)	<input type="checkbox"/> Gifted & Talented	<input type="checkbox"/> Individual/Family Counselling
<input type="checkbox"/> ADHD	<input type="checkbox"/> IEP (Individual Educational Plan)	<input type="checkbox"/> Behaviour Management	<input type="checkbox"/> Learning Resources
<input type="checkbox"/> Reading/Writing Support	<input type="checkbox"/> Math Support	<input type="checkbox"/> Speech/Language Support	<input type="checkbox"/> Other

6. Education (Other)

Has the applicant ever been exited by or voluntarily withdrawn from any educational institution for academic or behavioural issues? Yes (if so, please provide details below) No

Has the applicant ever been suspended or expelled by any educational institution at any time? Yes (if so, please provide details below) No

Is there anything else you would like to share about the applicant, i.e. areas of strength, challenges, attitudes towards school? Yes (if so, please provide details below) No

Please explain your reasons for choosing Osaka International School of Kwansai Gakuin for your child's education. Please include information on what type of educational experience you are seeking:

Please list the other schools you have applied to or are considering:

7. Language Proficiency

1st language: _____

2nd language: _____

Native/High Intermediate Beginner

e.g. English
 Native/High Intermediate Beginner

8. Family Details

Please provide details of the family members living in the same household as your child

Parents: Father Step-father Legal Guardian

Mother Step-mother Legal Guardian

Name:
last name / first name

.....
last name / first name

Nationality(ies):

.....

Employer:

.....

Position:

.....

Work Address:

.....

Work Phone/Fax:

.....

Email:

.....

Mobile:

.....

Home Language(s):

.....

English Proficiency: Native/High Intermediate Beginner

Native/High Intermediate Beginner

Areas of Expertise:

.....

Would you be willing to talk to our students about your area of expertise?

Yes No

Yes No

9. Siblings

This information is required to give us a complete picture of the applicant's family life. Please note that you will also need to complete a separate Application Form for any siblings also applying to join OIS.

Sibling: <input type="checkbox"/> Brother <input type="checkbox"/> Sister Name: <i>first name</i> Date of Birth: <i>DD / MM / YYYY</i> Current School: Current Grade: Is the sibling also applying to join OIS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already Enrolled If yes, please provide details of the application: Application to Grade: Expected Enrollement Date: <i>MM / YYYY</i>	Sibling: <input type="checkbox"/> Brother <input type="checkbox"/> Sister Name: <i>first name</i> Date of Birth: <i>DD / MM / YYYY</i> Current School: Current Grade: Is the sibling also applying to join OIS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already Enrolled If yes, please provide details of the application: Application to Grade: Expected Enrollement Date: <i>MM / YYYY</i>	Sibling: <input type="checkbox"/> Brother <input type="checkbox"/> Sister Name: <i>first name</i> Date of Birth: <i>DD / MM / YYYY</i> Current School: Current Grade: Is the sibling also applying to join OIS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already Enrolled If yes, please provide details of the application: Application to Grade: Expected Enrollement Date: <i>MM / YYYY</i>
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10. Emergency Contact

Please provide details for two contacts other than the student's parents who can be contacted in case of emergency.

Name: <i>last name / first name</i> Relationship: Country: Phone:	Name: <i>last name / first name</i> Relationship: Country: Phone:
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11. Declaration

Please read the following statements, check the appropriate box, and sign the disclaimer to indicate that you agree to the terms of the application.

- I understand that Osaka International School of Kwansai Gakuin (OIS) reserves the right to determine the most appropriate grade level placement for my child, and the right to determine whether or not my child should be placed in a support programme.
- I understand that OIS will not accept a child if their needs cannot be met by the programmes available at the school.
- I understand that the offer of a place at OIS is conditional upon the availability of space in the grade level and in any support programme that he/she may be placed.
- I have read and understand the school's mission statement and core values (*see page 3*).
- I agree to subscribe to the rules and regulations of OIS, and the terms of the Parent Contract (*see page 7*).
- I confirm that the information provided in this application is true and accurate to the best of my knowledge, and I give OIS and my child's current and previous schools permission to exchange records and other confidential information about my son/daughter.
- I understand that failure to provide accurate and complete information may result in the cancellation of this application or any subsequent offer of a place at OIS.

Parent's Signature: Date:
DD / MM / YYYY

Parent Contract

Please read this form to confirm that as parents or guardians you agree to support your child(ren)'s learning by:

Supporting the students

- reading and adhering to the information contained in the OIS Handbooks (*copies can be found on the school website under Downloads/Booklets*).
- ensuring that my child(ren)'s attend school regularly and punctually.
- supporting the school's participation in domestic and international sports and events associations by occasionally providing homestay places for visiting students. This is particularly important if your child(ren) are selected to represent the school in these events.
- participating in and/or volunteering to help organise a variety of activities, including PTA related events, some of which may be off-campus (e.g. field trips).
- playing an active role in monitoring my child(ren)'s screen time and online behaviour.

Supporting the curriculum

- supporting the school's curriculum philosophy and practice, and understanding that meeting other specific curriculum standards outside of the school's IB curriculum, mission and core values, may not be possible or supported.
- accepting the school's grade level placement of my child(ren), his or her English language and Japanese language level designations, and/or special education needs identification. Please note that there may be additional fees attached to special needs support.
- enriching and support your child(ren)'s home language development as much as possible.

Supporting the school

- attending parent/teacher conferences, meetings and workshops to learn about OIS and how you can support your child(ren).
- cooperating with teachers and school administrators in support of the progress of your child(ren).
- checking your SOISmail email account regularly and frequently for updates, bulletins, reports and correspondence from the Head of School, or from the school principals, business office, and teachers.
- guaranteeing that your child(ren) will be living with a parent, legal guardian, or in the school dormitory.
- paying all fees as established by the school in accordance with authorized payment plans. Please note that in case of non-payment, the school may restrict students from entering classes, withhold report cards, and/or refuse re-enrollment for the following semester.
- understanding that the cafeteria services are provided by a contractor that is independent of Osaka International School.
- understanding that the school reserves the right to use and display students' images, videos and voice recordings for a variety of purposes, including advertising, marketing and sharing with the community, in accordance with standard international school publishing protocols.
- supporting the school's mission, core values, strategic objectives, programmes, and all initiatives towards their achievement.
- contributing to a positive school environment, avoiding conduct which creates or promotes intolerance or disharmony between and/or among the school community.
- using established channels of communication when seeking a resolution to a problem or concern; this includes a) starting the conversation with the person(s) directly involved in the issue, then b) contacting the school principal if no resolution can be found by the parties involved. Finally, the Head of School can enter the discussion if still no consensus can be reached.
- volunteering to serve as class representative for at least one academic year during your child(ren)'s enrolment at OIS. Parents with more than one child at school may be required to assume the role more than once. Duties may include attending Parent-Teacher Association meetings, and/or coordinating class booths for the international fair or school festival.

Please note that by signing the Declaration on the Application Form (section 11 on page 6):

- You agree to abide by these policies and guidelines.
- You understand that failure to do so may result in a meeting with the school's leadership to discuss whether this is the appropriate school for your family.
- You understand that this agreement is for the duration of your child(ren)'s enrollment at Osaka International School of Kwansai Gakuin.



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