

**St. Alban's Episcopal Day School, Inc.**  
**Admission Policy**

Revised August 2004

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St. Alban's Episcopal Day School, Inc. admits qualified students of any race, color, gender, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national, and ethnic origin in the administration of educational policies, admission policies, or scholarship funds.

Our educational program is designed for students of average to superior academic potential and performance. Applicants should demonstrate sufficient attention span, emotional stability, physical health, and academic skill to function in and benefit from the educational program offered by St. Alban's Episcopal Day School, Inc.

In determining whether children will be admitted to St. Alban's, the school will consider:

- (a) Chronological age (a cut-off date of September 1st is used to determine grade level.  
No exceptions or waivers will be granted),
- (b) Academic/developmental progress,
- (c) Demonstrated and potential positive school participation and citizenship,
- (d) Teacher recommendations,
- (e) The expressed commitment of the family to provide positive and purposeful support for the policies, personnel, practices, and curricular goals of St. Alban's Episcopal Day School, Inc.

A new student seeking admission during the course of the regular year is required to provide, in writing, the reason for leaving the previous school. Any student seeking admission to St. Alban's Day School, Inc. who for any reason is under suspension or expulsion from another school shall not be admitted.

### **Kindergarten - Grade 6**

- (a) An evaluation for grade level appropriateness from the teacher.
- (b) A letter of recommendation from the previous school (may be teacher, counselor or Head of School).
- (c) Results from any standardized testing done in the previous school.
- (d) Copies of report cards from previous years.

A careful review of all required information will follow. Review does NOT guarantee admission to St. Alban's Day School, Inc.

There will be a six-week probationary period during which the child's adjustment to St. Alban's will be closely monitored. At the end of this period, a conference will be held with the parents, the teacher, and the director, if deemed necessary. If the student has been unable to adjust to the academic or social environment, or to the structure and discipline of the school, the school has the prerogative to ask the parent to withdraw the student at this time.

No child shall be considered registered until the following are on file in the school office.

1. A complete application with registration fee
2. A current immunization record
3. A birth certificate for all NEW students.

Acceptance of an application or placement on the waiting list does NOT indicate acceptance for admission.

### **Re-Admission Procedures**

- (a) All students must apply for admission annually.
- (b) The office will not process application of students who have a past due balance on tuition.
- (c) Returning students are subject to the same qualifications for admission as new applicants in terms of academic/developmental progress, demonstrated positive participation, citizenship, and work habits, and an overall positive relationship between school, child, and parent(s).

An enrollment package will be sent home with all students prior to registration.

### **Priority Enrollment**

Priority registration is acknowledged as those families who have been at St. Alban's for at least 3 consecutive years and/or have two or more children presently enrolled in school. These families will have one week to exercise their priority. PRIORITY STATUS WILL BE FORFEITED IF THE DEADLINE IS NOT MET.

### **Teacher Placement**

The placement of your child/ren is a teacher decision. Please keep in mind that there are many factors that influence that decision. Please do not pressure the teachers or call the school office throughout the summer to find out which teacher your child/ren will have in the fall. Final decisions are not made until August. Please trust us to make sound educational decisions concerning your child/ren.

### **Tuition Assistance**

Applications for tuition assistance must be made prior to May 1st for the following year. The school office should be contacted for information, forms, and procedures.

\*Note: The school reserves the right to require alternative educational placement if, in the opinion of the administration, the needs of the student, other students in the class, or the best interest of the school so indicate.