



ADMISSIONS POLICY

Passed by the St. Philip's School Board on 2/28/19

Admission/Enrollment

As a private educational institution, St. Philip's accepts students on an application basis. St. Philip's Episcopal School admits 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, admissions policies, or scholarship funds.

All applications will be dated and considered on a first-come first-serve basis.

Pre-enrollment begins in March each year. Currently enrolled students may re-apply for the next school year during the open enrollment period. Each applicant is evaluated on their academic and personal performance regardless of background. First opportunity for registration will follow the priority list below.

- Level 1 Children of Episcopal church membership.
- Level 2 Siblings of families who have been enrolled at St. Philip's Episcopal School for at least three (3) consecutive years.
- Level 3 Siblings of all other families at St. Philip's Episcopal School.
- Level 4 Alumni families.
- Level 5 Public.

The following factors will be considered for admittance:

1. Chronological age (A cut-off date of September 1st is used to determine grade level). No exceptions or waivers will be granted without permission from the Head of School.
 - Children who celebrate their 6th birthday by September 1st will be admitted to 1st grade. Children younger than this, not previously enrolled at St. Philip's, must apply to the board for admission to 1st grade.
 - Children who celebrate their 5th birthday by September 1st will be admitted to Kindergarten.
 - Preschoolers must be at least 3 years old and be reliably potty-trained.
2. Age appropriate screening for developmental academic readiness by St. Philip's staff.
3. Level of Priority admittance list above.
4. The expressed commitment of the family to provide positive and purposeful support for the policies, personnel, practices, and curricular goals of St. Philip's Episcopal school by signing the Student/Parent Handbook and the Enrollment Agreement.



ADMISSIONS POLICY

Passed by the St. Philip's School Board on 2/28/19

All families seeking to be admitted must complete and submit a completed application. They must also submit copies of the following where applicable.

- ❖ Birth Certificate
- ❖ Immunization record
- ❖ Social security card
- ❖ Military ID
- ❖ Parent ID
- ❖ Current Photo of Student
- ❖ Court order of Child Custody
- ❖ Report card/Transcript from current school
- ❖ Discipline record from current school
- ❖ Physical
- ❖ Recognized national/state norm achievement test scores

If the applicant has been accepted, the parents receive a formal letter acceptance and an enrollment agreement is officially offered. If an applicant is not accepted, a letter is sent to the parents.

The grade level is full, but the applicant meets the requirements for admission, the parents are informed their child will be placed on a waiting list and called when space becomes available.

For newly admitted students, there will be a six-week probationary period during which the child's adjustment to St. Philip's will be closely monitored. During this time the teacher will be in direct communication with the parent about any academic or behavioral concerns. At the end of this period, if deemed necessary, a conference will be held with the parents, the teacher and the Head of School. 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 dismiss the student at that time.

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. Official records will be requested by St. Philip's. Any student seeking admission to St. Philip's Episcopal School who for any reason is under suspension or expulsion from another school shall not be admitted.

Admissions for Students with Special Challenges

Students with special challenges will be considered on a case by case basis dependent upon the school's available resources.