

## Application Policies for St. Francis of Assisi School

1. There will be a well-publicized registration day early in the second semester of one school year for all children wishing to enter in the fall of the next school year.
2. Once a child has been admitted to a class that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment.
3. Entrance into St. Francis of Assisi School begins in kindergarten. From that time forward, children new to the school in grades 1 through 8 will be considered as transfers.
4. All children who register during the announced window with a well-publicized deadline date will be prioritized for admission in the following sequence:

Children of registered parishioners: (Completed all paperwork and met with Mr. Ed Wirth. If a family is transferring parishes, a letter of good standing must be presented.)

- a. Children from parish families with children already enrolled  
\*This includes non-parishioners and parishioners of other parishes without a school who already have children enrolled at SFA (so as not to break up the family).
- b. Children who leave SFA to receive remedial educational support and wish to return. These families must have left in good standing.
- c. Children from parish families in which the oldest child is just reaching school age and children of other parishioners who may wish to transfer into SFA.
- d. Children of new parishioners who are newly moved into the neighborhood who are transferring from a Catholic school or from an area where a Catholic school was not available but participated fully in the religious education programs offered.
- e. Transfer Students: Other Catholic children if the parish authority (a person designated by the pastor) judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.
- f. Transfer Students: non-Catholic students if the parish authority, on the basis of a personal interview and educational assessment, judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.

\*\*Applications will be prioritized based on date the application is received.

5. Should there be more potential entrants than spaces in kindergarten or any other class, a waiting list will be developed from those who applied on registration day and the child's parent or guardian will be notified as a place opens in the class. This place must be accepted or rejected within 3 days.
6. Class cap size will be as follows: Kindergarten – 25 students; Grades 1-8 – 30 students. The principal reserves the right to admit a student beyond this cap taking the following into consideration: current educational needs of the students already enrolled, age level of the students, and other unforeseen factors.
7. Late applicants will be added to the waiting list for a particular grade in chronological order.

8. A new waiting list for potential new entrants will be formed each year at the completion of the announced registration day.
9. For classes which are under subscribed, immediate entrance will be allowed at any time with the approval of the principal.
10. Children shall be 5 years of age on or before October 1 of the current school year to enter kindergarten. Children shall be 6 years of age on or before October 1 of the current school year to enter first grade.