

## • ADMISSION PROCEDURE

- ❑ Submit the STUDENT APPLICATION forms online or through the school office. This includes Student Information, Parent Information and Student Questionnaire if appropriate.
- ❑ The following student records must be submitted: (Originals will be photocopied and returned to the parents.)
  - ❑ Academic records (report grades, teacher comments, and standardized test scores) from the last school year as applicable.
  - ❑ Proof of current immunization and medical records of conditions potentially affecting the health and/or education of the student. Student must have all necessary immunizations before the start of the school year.
  - ❑ Psychological or educational evaluation, reports, IEPs, and any other records which would potentially relate to the education of the student. **Evaluations not shared are grounds for immediate dismissal.**
- Records not in the parent's possession should be requested from the proper professionals by the parent and directed to the Holmesburg Christian Academy.
- ❑ Read carefully the FINANCIAL POLICY; complete and sign the FINANCIAL COMPUTATION SCHEDULE.
- ❑ Read, sign and initial the PARENT & SCHOOL AGREEMENT form where indicated.
- ❑ Submit (online or through the school office) the STUDENT APPLICATION form, non-refundable application and test fee, signed and completed FINANCIAL COMPUTATION, PARENT & SCHOOL AGREEMENT, and requested student records held by the parent to the Academy for processing.
- ❑ Provide the PASTOR'S RECOMMENDATION form to **your Pastor** and request that it be sent directly to Holmesburg Christian Academy. If this is not possible please explain why.
- ❑ The Academy will contact you to arrange for an interview with the Admissions Committee and for the evaluation exam of the student. Prior to your interview review the Parent and Student Handbook online or request a copy from the school office. During the family interview the parent will have opportunity to ask questions of the Admissions Committee and give a testimony of faith in Jesus Christ.
- ❑ Parent(s) must appear for the interview with a member(s) of the Admissions Committee or Administrator. Students in grades 4<sup>th</sup> – 8<sup>th</sup> will also be interviewed. All students must take an entrance exam. The entrance exam fee must be paid prior to the exam and is non-refundable.
- ❑ On receipt of all completed forms and records listed above, the entrance exam of the student, and interview(s), the applicant will be evaluated and considered for admission to the Academy.
- ❑ The Academy will notify you in writing of acceptance or rejection of the applicant within two weeks of testing.

NOTE: Official cumulative health and academic records of the student will be required from the school previously attended after acceptance.

## ADMISSION POLICY AND PROCEDURE

*The following admission policies have been adopted to assure consistent standards of admission:*

1. Enrollment is open to any **Christian** parent, who wants their child to have a **Christ-centered** and Bible-based education.
2. All families should be active in a Bible-believing church.
3. The Academy does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its admissions policies.
4. All families will be required to have an interview with a member(s) of the Admissions Committee. Students in 4<sup>th</sup> – 8<sup>th</sup> grade will be interviewed separately.
5. All students will be required to take an entrance exam given at the Academy in order to determine placement of students.
6. Parents **must** complete **all forms** (STUDENT APPLICATION; FINANCIAL COMPUTATION SCHEDULE; PARENT & SCHOOL AGREEMENT; CONSENT RELEASE FORM), submit requested student records and return them to the School Office. It is the responsibility of the parents to see to it that the PASTOR'S RECOMMENDATION FORM is forwarded to the Academy. The non-refundable application fee must accompany the STUDENT APPLICATION FORMS.
7. Parents must sign and be in agreement with the PARENT & SCHOOL AGREEMENT. This agreement recognizes the parents' willingness to follow financial policy, discipline policy, and school authority. It remains in force during the student's time at H.C.A.
8. Parents **must** agree with the STATEMENT OF FAITH, MISSION and PHILOSOPHY of the Academy.
9. If admission qualifications are met, all school age children of the family should be enrolled in the Academy.
10. Prospective Kindergarten students must be **five years old by September 30** of the year enrolled. Prospective first grade students must be **six years old by September 30** of the year enrolled.
11. Applicants will be accepted for testing in the order of the date of receipt of the completed STUDENT APPLICATION FORMS and fees. New students of existing school families have priority over students of prospective school families on the waiting list.
12. The Academy does maintain the right to refuse testing and admittance of a student with severe disciplinary, educational, physical, or psychological problems if admission to the Academy will not be in the best interest of the student and the Academy as determined by the Administration.
13. Acceptance is dependant upon the academic strength of the student and review of all requested student records, the parents' testimony of faith, the parents' agreement to policy, the completion of all forms, the family involvement in a Bible believing church, the parent interview questionnaire, the admission interview(s) and possible references from pervious school.
14. **All** forms, requested records, entrance exam, and interview(s) must be complete before admission is granted.
15. Acceptance or rejection of applicants will be by written notification.
16. In order to comply with Commonwealth of Pennsylvania regulations, each year it is required that all children entering school for the first time in Kindergarten or First Grade and those entering sixth grade, have a physical examination by the family physician before school opens in September (Parent Health Statement and immunization requirements for all students in grades K-8<sup>th</sup> will be sent to parents for completion upon acceptance).