

ADMISSIONS POLICY

Revised 2026

The School admits qualified students of any race, color, creed, gender, national origin, and ethnicity 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, creed, gender, national origin, or ethnicity in the administration of educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Each applicant is evaluated on their academic and personal performance regardless of background.

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 exemptions or waivers will be granted without permission from the Head of School.**
- 2. Age-appropriate developmental academic readiness including good behavior and social skills and a good academic/behavioral history if applicable.**
- 3. Teacher recommendations and copies of the report cards from current school (grades 1-6 only).**
- 4. 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.**

All families seeking to be admitted must complete and submit an application, a current immunization record, a signed physician's report and a signed record request form, if applicable. Official transcripts, teacher recommendations forms, and recognized national norm achievement test scores are requested from current schools, if applicable.

Toddlers – 3K Applicants

While no assessment is required for this age group, all applicants must go through the application process which includes submitting a formal application, taking a tour of the facility and meeting with administration, along with a visit to the classroom if possible. All students enrolled in our 3 year old program must be potty trained before the school year begins. Applicants will be evaluated for age-appropriate developmental readiness including fine and gross motor skills.

Pre-K Four and Kinder Applicants

All applicants must schedule a classroom visit and teacher assessment upon completion of submitting a formal application and taking a tour of the facility. If the applicant is currently enrolled in another school, a recommendation form is requested from the applicant's teacher. Applicants are evaluated for age-appropriate developmental academic readiness including good behavior and social skills.

1st – 6th Grade

Applicants are required to visit a School classroom. During the applicant's visit, both math and language arts skills, as well as social, emotional and behavioral skills, will be evaluated by faculty members. In addition, if no national test results are available and/or if there are concerns about the academic portion of the transcripts, standardized testing will be administered on campus. Applicants must demonstrate a good academic history and good behavioral scores.

Priority Enrollment Priority Enrollment policies will be followed in placement of all students. If the applicant has been accepted, the parents receive a formal call of acceptance and an enrollment agreement is officially offered. If an applicant is not accepted, a call is placed to the parents.

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

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 the School, who for any reason is under suspension or expulsion from another school, shall not be admitted.

There will be a six-week probationary period during which the child's adjustment to St. Alban'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 ask the parent to withdraw the student at this time.

Currently Enrolled Students

Currently enrolled students who are invited back for the next school year will be offered enrollment agreements during February.

Priority Enrollment Policies for New Applicants

New Applicants will be placed in the following priority:

- Level 1: Siblings of families who have been St. Alban's Episcopal Day School for at least three (3) consecutive years
- Level 2: Siblings of all other families at St. Alban's Episcopal Day School
- Level 3: Alumni families
- Level 4: Public

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