

# **GENERAL ADMINISTRATIVE PROCEDURES**

## All Saints' Academy

Section: 100  
STUDENTS/Admission Policy

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100.01 All Saints' Academy seeks to enroll academically motivated students of good character who have the ability and curiosity to benefit from our challenging college preparatory experience and who can make positive contributions to our school community. ASA seeks a diverse student body and welcomes students of all ethnic, racial, religious, socio-economic, and cultural backgrounds. ASA does not discriminate on the basis of race, gender, religion, national or ethnic origin, or disability, in administration of educational policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs.

The first consideration of ASA is to ensure that every student admitted is capable of success in the rigorous curriculum. In evaluating applications, the Admissions Committee, as appointed by the Headmaster, considers the candidate's previous academic history, teacher recommendations, personal interview, and admission testing. In assessing the whole child, the interests, talents, and extracurricular achievements of the candidate are integral parts of the admission profile.

### **GUIDELINES**

A selective, competitive admission and registration process is ongoing. Admission will be considered after the following requirements are met:

- A non-refundable application fee submitted with all completed forms of the application
- Receipt and review of student's two year academic history, including standardized test scores for the previous two years, and any applicable educational/ psychological reports to be presented before the interview
- Confidential recommendations from candidate's present English and Math teacher, guidance counselor, or principal
- Completion of student and family questionnaires
- An interview with parent and student by a school administrator
- A campus tour for parent or guardian and student
- Admission testing

After all requirements have been met and the Admissions Committee convenes the family will receive a letter of decision from the Director of Admission.

**No student may start school without proper health, immunization, and birth certificate credentials.**

If the candidate is accepted for admission, but no available space exists, ASA will notify the family that the student's name has been added to the **Wait Pool**. When a vacancy occurs, ASA will review the student's application materials and any updated information and offer a place if all admission qualifications still apply. If the family does not accept the offer, the candidate's name is withdrawn.

Approved April 24, 2007