



Southern Tier Catholic School Archbishop Walsh Academy



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Admissions Policy and Procedure

What

This admissions policy and procedure sets forth the strategy and framework accepting or declining student applications to attend Southern Tier Catholic School ("STCS") and Archbishop Walsh Academy ("Walsh").

The goal of the schools is to ensure that both students AND parents who are accepted for admission understand the requirements of the schools, and that:

- In the case of middle and high school students and parents, their past behavior and outcomes warrant admission and indicate that they will not only be successful, but thrive in our environment.
- In the case of pre-school and elementary students and parents, their past behavior, records and personal commitment indicate an appropriate understanding of the expectations of the school and an ability to function effectively in our environment.

Students and parents interested in enrolling in the schools will demonstrate the ability to adhere to the schools' behavior, attendance, and academic standards. They will be informed of and accept the schools' parameters and expectations, and they will evidence the desire to meet and exceed those expectations.

Why

STCS and Walsh seek to create the best possible environment for learning, character-building, experience-broadening, and faith-development for all students. To accomplish this, the families of students enrolled in the schools will understand and believe in the schools' vision; have a similar approach to education; and be supportive of the teachers, the administration, and the inculcation of the educational and developmental process in their own children.

Who

This admissions policy and procedure applies to ALL Applicants, regardless of their background and relationships, including but not limited to Applicants who are family members of staff and faculty and those who have been recommended by other parents, staff, faculty, board members or alumni. The admissions policy and procedure also applies to all students and families who re-apply to STCS/Walsh after leaving the schools.

Where and When

The admissions procedure, as described below, should be completed within 30-45 days when the Applicant diligently provides requested information and attends scheduled interviews. This procedure may take place at any time during the year, but ideally, the admissions process for the upcoming school year should be complete by May 1st of the previous school year, so that incoming students are eligible for the maximum financial aid and scholarships possible.



Archbishop Walsh Academy is an International Baccalaureate World School

How

1. Initiation of the admissions procedure:

When students or their parents (“Applicants”) express interest in possible admission to STCS/Walsh, they should be directed to the Director of Admissions and Marketing (“Admissions Director”) to obtain additional information and begin the admissions procedure. No commitment to any Applicant can be made until the admissions procedure is complete and the Principal and Admissions Director (the “Admissions Team”) have decided to admit the Applicant, as follows:

- A. Any Applicant who completes the admissions procedure will be informed of the schools’ admissions decision by a formal letter from a member of the Admissions Team.
- B. The Admissions Team will emphasize to every Applicant that the schools cannot make an admissions commitment unless and until the admissions procedure is complete and the Admission Team has decided to admit the Applicant.
- C. STCS/Walsh faculty, staff, board members, and parents of current students should be cautioned to avoid creating the misimpression that admission is guaranteed when they speak with prospective Applicants.

2. Step One -- The application:

All Applicants will complete a written application, provide the requested records, and provide authorizations to obtain school records. Applicants seeking admission to grades 8-12 will also provide a 500-word writing sample. Determining whether the schools can meet the needs of a particular Applicant is a challenging process, and additional information is sometimes needed, including but not limited to letters of recommendation, MAP testing, and follow-up interviews. Applicants will be notified of the need for additional information.

3. Step Two -- The initial review:

Once the completed application and all requested records have been received, the Admissions Team shall review the application, records, and other available information and categorize Applicants as follows:

- A. Applicants with good applications, records, and history indicating no problem areas shall be contacted to schedule Applicant and parent interviews. Applicant and parent interviews are required; applicants may never be admitted based on written records alone.
- B. Applicants with poor applications, records, and/or history indicating that the Applicant has demonstrated weakness or unacceptable behavior inconsistent with the expectations of STCS/Walsh, in areas including but not limited to attendance, tardiness, respect for authority, respect for others, and academic diligence, may, at the discretion of the Admissions Team:
 - 1) Be contacted to schedule Applicant and parent interviews; or
 - 2) Be contacted to request additional information; or
 - 3) Be notified in writing that the Applicant’s application has been denied.

4. Step Three – Applicant and parent interviews:

Applicants and parents will be interviewed by at least two school representatives, as follows:

- A. Montessori Applicants and their parents will be interviewed by both members of the Admissions Team or by one member of the Admissions Team plus a Montessori faculty member. Parents will be asked: (1) whether they plan to send their children to STCS; and (2) whether they plan to enroll their children for full- or part-time Montessori. Applicants whose parents plan to send them to STCS will be given preference over those who will not attend STCS. Applicants for full-time placements will be given preference over Applicants for part-time placements.
- B. K-12 Applicants and their parents will be interviewed by both members of the Admissions Team or by one member of the Admissions Team plus a K-12 faculty member, the guidance



counselor, or the college admissions director. Parents will be asked whether they intend to send their children to STCS/Walsh through completion of 12th grade. Applicants whose parents plan to send them to STCS/Walsh through completion of 12th grade will be given preference over those who will not remain at STCS/Walsh. Students looking to enroll in 11th or 12th grade will also be provided with information on the International Baccalaureate Degree Programme, as it is the required curriculum for those grades.

5. Step Five -- Interviewers' feedback:

Each interviewer will complete an "Admissions Interview Form" for each Applicant interviewed.

- A. When multiple children from a single family are Applicants, a separate Admissions Interview Form should be completed for each child.
- B. The Admissions Director will complete the portion of the form setting forth the Applicant's name, parents' names, home school district, and applicable grade.
- C. The interviewer will provide observations about the Applicant's and parents' commitment to STCS/Walsh from admissions through graduation, as well as the Applicant's and parents' general level of interest, understanding, acceptance of, and ability to adhere to STCS/Walsh programs and school expectations. The interviewer will then make a recommendation on admission and submit the form to the Admissions Director.

6. Step Six – Admissions Decisions:

- A. When available information consistently shows that an Applicant has the ability to adhere to STCS/Walsh standards: The Admissions Director will examine an Applicant's application, documentation, school records, writing samples when applicable, Admissions Interview Forms, and other information requested on a case-by-case basis. If the Admissions Director determines that Applicant consistently demonstrates the ability to adhere to the schools' behavior, attendance, and academic standards, the Admissions Director may make a recommendation for admission, subject to the approval of the Principal. If the Principal approves the Applicant's admission, the Applicant can begin the financial aid and scholarship procedure.
- B. When available information consistently shows that an Applicant does not have the ability and/or desire to adhere to STCS/Walsh standards: If the Admissions Director determines that Applicant consistently demonstrates a lack of the ability or desire to adhere to the schools' behavior, attendance, and academic standards, the Admissions Director may recommend denying the Applicant's application for admission, subject to the approval of the Principal. If the Principal approves the denial of an Applicant's application for admission, the Admission Director or Principal shall advise the Application in writing.
- C. When available information regarding an Applicant's ability to adhere to STCS/Walsh standards is inconsistent: If conflicts exist between the written documentation about an Applicant, the Interviewers' observations and recommendations, and any other sources of information, additional reference checks will be conducted, including but not limited to the Applicant's former teacher(s), coaches, and/or extracurricular advisors, and/or faculty from the Applicant's prior school who have interacted with both the Applicant and the parents. Notes regarding these reference checks should be maintained for further review by the Admissions Team. Once references have been checked, a recommendation will be made by the Admissions Director, subject to the approval of the Principal.

7. Appeal Process

Any applicant or parent who wishes to contest an admissions decision should be advised to mail a letter of appeal to the STCS/Walsh office, c/o School Secretary, 208 N. 24th St., Olean, NY 14760.



Copies of the letter of appeal shall be provided by the school to the Chairpersons of the Education Committee and Student Life Committee, who shall convene a meeting with appropriate participants to review the available information regarding the Applicant, obtain additional information or conduct additional inquiries if necessary, and make a final determination, which shall be communicated to the Applicant in writing.

Admission Interview Form

Interviewer's Name _____

Date of Interview(s) _____

Student Section

Name of Student Applying _____

Student's Home School (school name, city, state) _____

Current Grade Level _____ Expected Grade Level at time of entry _____

Student Interest in STCS and Walsh

___ Long term? ⇨
___ High ___ Average ___ Low

Student Understanding of School's Expectations

___ Acceptable ___ Uncertain

Parent Section

Name of Parent (s) of Student _____

Parent Interest in STCS and Walsh

___ Long term?
___ High ___ Average ___ Low

Parent(s) Understanding of School's Expectations

___ Acceptable ___ Uncertain

Interviewer Comments



Interviewer Recommendation

_____ Accept

_____ Decline

Submitted to Director of Admissions and Marketing on (date) _____

