

**St. Robert Bellarmine Catholic School**  
**Admissions Policy**

**ADMISSION GUIDELINES-In Parish St. Robert's Preschool and K-8 Program**

Initial and ongoing enrollment in SRB preschool and school requires that families be registered active members in parish life and participate in the parish as follows:

- Spiritual Involvement: regularly attend Mass at SRB Church
- Financial Involvement: Regularly support the parish financially through both contribution envelopes and, once enrolled, timely payment of tuition and book fees for students. Tuition is not a substitute for regular church support and church support is not a substitute for tuition.
- Stewardship Involvement (Time and Talent): Regularly be involved in parish activities or perform volunteer work in the parish and school.
- Timely Payment of Tuition and Fees when they are due unless special arrangements due to hardship have been applied for and approved by the parish.

As a way to better acquaint them with the school, all Parents/guardians and students (in grades 5-8) will be required to meet with the principal at school as part of the enrollment process.

**Admission Priority Factors-First through Eighth Grade**

In the event the number of eligible students seeking admission exceeds the available enrollment capacity, then priority for admission will be determined on the following criteria:

First: Students currently enrolled, kindergarten through seventh grade

Second: Siblings of students currently enrolled

Third: Length of registered membership in St. Robert's Parish as determined by parish records, with the greatest length being given priority

**Admission Priority Factors—Preschool and Kindergarten**

In the event the number of eligible students seeking admission for preschool and kindergarten exceeds the available enrollment capacity, then priority for admission will be determined on the following criteria:

First: Students enrolled in 2-day PS are reserved a spot in 3-day PS; students enrolled in 3-day PS and ELA PK students with parish seniority are reserved a spot in kindergarten

Second: Siblings of students in SRB school

Third: Length of registered membership in St. Robert's Parish as determined by parish records, with the greatest length being given priority

Note: The school will try to honor AM and PM request for PS. Each year primary consideration for those requests will be based solely on the family's parish seniority.

**Eligibility Requirements—Out of Parish**

- An interview must take place with the parents/guardians and children interested in joining our school community. The intention of the interview process is to determine if the family will be able to meet the standard of supporting our Catholic environment.
- A formal commitment will be made by the parents/guardians to support the mission, vision, and values of the school.

- Applicant families will agree to pay the out of parish tuition amount set by the Finance Committee.

### **Admission Priority Factors—Out of Parish**

- Priority admission will be given after the above eligibility requirements have been met and all parishioners have been enrolled who expressed interest during the regular enrollment period.

### **Registration**

- Registration will be held in January of each year. Advance notice will be published in the parish bulletin.
- Families must complete the registration forms by the deadline date in order to be considered in the initial forming of classes. Families will be notified as soon as possible of the enrollment status of their child. If your child is not accepted for enrollment into the school because of class-size limitations, the child's name will be placed on a waiting-list in accordance with the priority factors set forth above.
- The waiting list is in effect for one year only and will be reviewed periodically. Your family will be notified if a space becomes available in the class for which the child is listed. If your family refuses the opening, the name is automatically taken off the list for that school year. The family may re-register at the next registration period.
- All admission decisions are made by the Admissions Committee and the pastor based on the factors set above. SRB School reserves the right to exclude any student who demonstrates that he or she is unwilling or unable to handle the school's academic, religious or behavioral expectations or requirements as determined by the pastor and principal.

### **Statement of Non-Discrimination**

St. Robert Bellarmine does not discriminate and admits students of any race, color, national and ethnic origin with respect to all aspects of the educational programs generally made available to students at the school. This includes administration of the school's educational policies and admission policies, its teaching methods, scholarship programs, athletics, and other school sponsored programs.