



## Admission Policies and Procedures

1. An application should only be returned with the following items attached:
  - A copy of the child's passport/birth certificate
  - Application/Testing Fee
  - Previous school records/ official school transcript
  - School recommendations should be handed over to the current school's administration for all students in grades one through six. A decision will not be made unless the recommendation forms are completed.
2. Readiness testing for Kindergarten or placement testing for 1st - 8th grades is then arranged with the school.
3. You will be notified of the principal's decision by mail/telephone.

### ***Upon acceptance:***

- A signed copy of the acceptance letter along with the registration fee must be received by the school in order to reserve the child's place.
- Parents should also see to it that the first term's fees, doctor's report and student's health records are forwarded to the school prior to the start of school.

### ***Criteria for Admission***

1. Students must perform well on the standardized admissions test.
2. Previous school records and recommendations from the child's current school must be satisfactory to the Summit Academy's Principal.
3. Parents are obliged to meet their financial obligations to the school.

### **Important note**

*Summit Academy has an academically challenging program. This program, when pooled with an expansive base of elementary experiences and an encouraging environment, makes for a rich school experience. The school is unable to accommodate students who demonstrate severe grade level deficiencies or behavioral/emotional problems.*

*Summit Academy admits and does not discriminate against students of any gender, disability, race, color, national or ethnic origin in the administration of its education policies, admission policies, or other school administered programs.*