



# SAN RAMON VALLEY CHRISTIAN ACADEMY

## SRVCA Admission Policy

Applications will be processed in the order they are received when the application queue is opened. On January 31st, re-enrollment for current students and priority application status concludes. **Beginning February 1**, the applicant's **priority status** will be ranked according to the **priority groups** listed below. Applications received **after February 1** will be part of a new group whose priority status will be determined once all the applicants from the previous year have been placed. Only under rare extenuating circumstances, will the School Board or Administration allow for enrollment outside the established policy. San Ramon Valley Christian Academy (SRVCA) does not discriminate on the basis of race, color, nationality or ethnic origin. However, we do reserve the right to prioritize applicants based on any of the following:

- **Priority Group I:** children of SRVCA staff and CPC Pastoral staff
- **Priority Group II:**
  - A. enrolled SRVCA preschool students, siblings of current returning SRVCA students (preschool-8<sup>th</sup> grade), siblings of students recently graduated from SRVCA.
  - B. students who did not pass the previous year readiness test.
  - C. children of alumni
- **Priority Group III:** children of currently active CPC Members
- **Priority group IV:** community members (all other new student applicants) and students withdrawn during the prior school year.

**All applications will be sub-prioritized by submission date.**

## Waitlists

- The need for waitlists will be established following the re-enrollment/priority application deadline.
- When we reach capacity in a grade level, a waitlist will begin.
- Waitlists will be managed according to priority status and application qualifications.
- Once waitlist capacity has been reached for a grade level, the application platform for that grade level will be deactivated and we will no longer receive applications.
- Students on the waitlist for the current school year will remain on the list until a space becomes available or until the conclusion of the existing school year.
- If space does not become available during the application school year, the admissions department will ask for your written permission to add that application to the following year's application queue (with no additional application fee). Those applications will remain in the same priority level unless the applicant's status has changed.
- If a classroom spot becomes available during the first 3 quarters of school year, and the offer is declined, that applicant will be removed from the admissions queue and a new application will be required for future school years.
- All application fees are non-refundable.

