



Grace Christian Academy

ADMISSIONS PROCEDURES AND POLICIES

Waiting Pool Guidelines

Grace Christian Academy has been blessed with growing enrollment and with a large number of applicants every year. We value our class sizes to maintain our student/teacher ratio. Therefore we have a predetermined classroom capacity regarding the number of students we can serve in each grade level. **Available seats are offered first to students whose parents are members of our faculty and staff, then to new students from current GCA families and children of GCA alumni, and then opened to families who would be new to GCA.**

When a grade level is at capacity, applicants are placed in the wait pool. We do not share specific information regarding an applicant's "place" in the wait pool or how many applicants are in the wait pool. Upon submitting an application, parents will be notified if space is available or if their child is in the wait pool. The parent will be contacted if/when a seat becomes available within the school year they have applied.

Applicants in the wait pool do not "rollover" to the following school year if a spot does not become available. A new application & non-refundable application fee must be submitted each year.

GCA has developed the following process for any family pursuing enrollment in a grade level that is nearing or currently at enrollment capacity:

- Applicants must submit an online application including the non-refundable application fee
- If a spot opens in the desired grade level either before or during the school year, parents will be notified via email and/or phone. Families will have a short time to make their decision if they would like to proceed with the next step in the admission process.
- If the family would like to continue, then the Admissions Office will request updated school records (if applicable for the desired grade level), schedule a placement assessment (if applicable), and schedule a new student interview with the principal if admission criteria has been met.

Families in the wait pool receive the same non-discrimination status as all families in our school.