Seton Catholic Schools Admissions and Withdrawal Policy

(Updated 01-24-24)

Policy Statement

Seton Catholic Schools considers each applicant through an individualized holistic review having the goal of creating a vibrant academic community grounded in Catholic education that exposes students to a wide range of backgrounds, ideas, experiences, talents, and aspirations. The admissions processes remain fully compliant with all legal requirements and are essential to the objectives that underlie Seton Catholic Schools' mission. This policy is designed to ensure an orderly and equitable process. This policy shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. This policy, as may be amended from time to time, shall supersede any prior admissions policy of Seton Catholic Schools.

Administrative Rules

A. Primary Goal – Catholic Education

The primary goal of Seton Catholic Schools is to provide a Catholic education to the children in eastern Indiana and western Ohio in accordance with the mission statement of Seton Catholic Schools, Archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of Seton Catholic Schools.

B. Accommodation of Students with Special Needs

Seton Catholic Schools strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of any such challenges at the time of registration. Seton Catholic Schools have limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Financial Aid and Responsibility

- It is a goal of Seton Catholic Schools to provide financial support to qualifying families, to the fullest extent possible. However, all Seton Catholic Schools families must assume responsibility for paying the tuition charges in full and on time as prescribed by Seton Catholic Schools.
- To be eligible for Seton Catholic Tuition Assistance, you must complete an application for tuition assistance online through FACTS Grant & Aid.
- Complete one application per family. The cost is $35.
- You will be required to provide supporting documentation such as W2's and tax returns to FACTS by uploading them on their website.
- Financial Aid applications completed after April 30th for the upcoming school year will be evaluated as funds are available.
- You must reapply each year.

D. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of Seton Catholic Schools as

specified in the Handbooks, and elsewhere as may be provided.

E. Non-Discrimination

The Seton Catholic School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with Archdiocesan policies and applicable laws. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also, does not preclude the ability of the school to undertake action and/or enforce sanctions, including expulsion, with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become havens for those wishing to avoid social problems confronting them in the public sector.

Implementation

1. Admission Selection Process

Beginning with the Spring registration date each year and ending on the closing registration date each year, without exception, students may apply and be considered for admission. Students registering for preschool must be age 3 or 4 by August 1 of the school year for which they are registering. Students registering for kindergarten, must be age 5 by August 1 of the school year for which they are registering. Each year's incoming student body will be selected after the Closing Registration Date. Applications will be considered on the following priority:

1. Current students of Seton Catholic Schools;
2. Catholic and non Catholic siblings of current Seton Catholic students;
3. Children of Seton Catholic School and parish staff
4. Children of parishioners
5. Children of Catholics and non Catholics who are not parishioners;
6. Students from homeschool and/or other private area schools that have participated in sports, music, or drama.

2. Wait List

If more students of the same status have applied than the positions available for a grade level, a lottery will be conducted. All students who are at the same priority level will be placed in the lottery first. Once all of those students have been admitted, a lottery will be conducted for the students at the next level of priority until all spots have been filled. A wait list will be established for those not selected in the lottery based on the order drawn for each priority level until all applicants are selected. After the annual lottery, any student who applies will be placed on the waitlist on a first come, first admitted basis after those students already on the waitlist, with new applicants being placed at the end of the list within their individual level of priority as established in paragraph 1 above. The wait list will exist from year to year only and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate on the Spring Registration Date.

3. Transfer Students

Students in good standing from another school will be considered for transfer admission after the following

has been accomplished:

1. Seton Catholic Schools Admissions Application is completed, including executed consents to speak with the transferee's prior schools' educators and administrators;
2. At the discretion of the administration, a conference with the Principal, parents and student may be held to discuss the goals, religious mission and expectations of Seton Catholic Schools;
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in Seton Catholic Schools;
4. Parents have provided Seton Catholic Schools all previous disciplinary and educational records of the transferee, including but not limited to: current grade transcript or report card; most recent standardized testing results; Individualized Education Plan (IEP); Service Plan; and
5. Individual Catholic Education Plan (ICEP);
6. For grades up to level 6, if appropriate records are not available or if there are other educational concerns, the Principal may require entrance testing of the child and direct consultation with the previous school to discern educational needs and placement before admission is granted;
7. Parents must provide updated immunization records for the transferee or a religious exemption must be filed if there is no immunization record.
8. Applicants for admission and placement to grades 7-12 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern at the junior high and high school levels; therefore, an entrance exam may be required upon evaluation of admission documents.
9. Grade 12 students will be considered for admission under the following criteria: transferring from another Catholic high school, moving into the community and is Catholic, or is a member of the St. Elizabeth Ann Seton parish.
10. **NOTE:** Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal, in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by Seton Catholic Schools, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; non-transfer (new) students and mid-year transfer students will be admitted on a probationary status as stated on the New and Transfer Student Probation Contract. The Probationary Enrollment paragraph below applies in all cases. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection processes in paragraphs 1 and 2 above.

4. Probationary Enrollment

All students who have attended any other school system for grades K-12 prior to their enrollment at Seton Catholic School are considered transfer students and are subject to a one-year probationary period. The New and Transfer Student Contract must be signed by the student and their parent/guardian at the time of enrollment. Their academics, attendance, and disciplinary record will be reviewed at the end of the first 30 days, at the end of each grading quarter, and at the end of the year. If necessary, at any time during the probationary period, a meeting may be held with the parent(s)/guardian(s). At the meeting, the above criteria will be discussed and a decision will be made regarding the enrollment status of the student. The decision made by the administration is binding and must be accepted by the parent(s)/guardian(s) on behalf of the student. Attendance and disciplinary history must be maintained in accordance with the Seton Catholic Schools' policies.

5. Withdrawal Process

Any student who withdraws from Seton Catholic School must do the following:

1. Parents/guardians must contact the school principal and/or the admissions coordinator and explain the reason for the withdrawal.
2. Student/Parent/Guardian must return any school property, and pay the late withdrawal fee* (15% of total tuition) and all other outstanding balances. Parents/Guardians must come to the school office and sign the Seton Catholic Withdrawal form. *See Tuition and General Fee Policy
3. Transcripts and/or diplomas will not be released until all financial obligations to Seton Catholic School have been met.