



ADMISSION PROCESS

Ware promotes ethnic, cultural and racial diversity throughout the school community. High moral and ethical principles, strong academic standards and responsibility for one's self are equally important for our students.

Students are selected on the basis of academic potential, without regard to race, color, and religion or national and ethnic origin. Entrance to Ware Academy is based on the candidate's academic level and aptitude.

Please note: Applicants for Pre-K3 must be toilet trained and three years of age by September 30th. (Applicants for Pre-K4 and Kindergarten must be four and five, respectively, by September 30th.)

*The admission process at Ware Academy is designed to acquaint prospective students and their families with the school. Applications are accepted at any time, but families are urged to apply by **March 1st** for the following school year. The admission process typically includes the following steps:*

1. **Inquiry:** Inquiries by telephone, website, email or letter are welcome.
2. **Parent visit:** After receiving an admission packet, parents call the school to arrange for an appointment with the Admission Office. The initial parent interview and visit includes a tour of the school, an overview of the programs at Ware Academy and if desired, a meeting with the Head of School.
3. **Application:** A completed application form with a \$75 non-refundable application fee, a copy of the applicant's birth certificate and the completed Parent Questionnaire are required before the admission process continues. If applying for financial aid, a Financial Aid Packet must be requested at this time. *Financial Aid Packets will be provided once all abovementioned paperwork and fees have been submitted.*
4. **Transcripts:** At this point in the process, parents must request that a copy of transcripts from the child's present school be mailed directly to Ware Academy.
5. **Student visit:** All applicants for grades K-8 are expected to visit the school and spend day in the grade in which they are currently enrolled. During the visit, the student will take part in normal classroom activities. This visit helps the school and the student to learn about each other. The suitability of our program for an applicant will be ascertained during his/her visit to the school through an in-class math, writing and reading comprehensive assessment. In some cases, parts of a standardized test will also be used in the evaluation process.
6. **Admission Decision and Notification:** Admission decisions are made by the Head of School and the Admission Committee and are based upon previous and present school performance, standardized test results, all supporting documentation, the personal interview and the number of openings available. Every effort is made to ensure that Ware Academy and the student are well matched and that the applicant will have a successful experience at Ware Academy. Notification of the status for admission is normally mailed within one week of the completion of all admission requirements. Once an applicant is accepted to the school, parents are offered an enrollment agreement. It must be signed and returned with a \$250 non-refundable deposit, which is applied toward the tuition fee in order to reserve a space. The offer is made under a deadline (which may be extended by the Head of School) within which the parents must return the signed agreement along with the appropriate deposit.

For more information, please contact Jill Quinlan, Associate Director of Admission at 804-693-3825, ext. 104 or via email at jquinlan@wareacademy.org.