



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 based on academic potential, without regard to race, color, religion or national and ethnic origin.***

***Please note:** Pre-K3 applicants must be three years of age by September 30th prior to the school year in which they wish to enroll. In addition, applicants will be screened for developmental readiness and must be toilet trained needing minimal assistance. 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 encouraged to apply by **March 1st** for the following school year. Admission to Ware Academy is based on the candidate's academic level and aptitude.*

The admission process typically includes the following steps:

1. **Inquiry:** Inquiries via website, telephone, e-mail or letter are welcome.
2. **Parent visit:** Parents are encouraged to schedule a visit with the Director of Admission. The 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. If parents are not interested in scheduling a visit at this time, upon request, an admission packet will be mailed to the family.
3. **Admission 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 Form** are required before the admission process continues.
4. **Transcripts/Teacher Recommendation:** At this point in the process, parents must submit the **Transcript Request Form** and the **Teacher Recommendation Form** to their child's current school, each of which are to be mailed directly to Ware Academy from the school administration.
5. **Student visit:** All applicants for grades K-8 are required to visit the school and spend a day in the grade in which they are currently enrolled. During the visit, the suitability of the program for each applicant will be ascertained through an in-class math, writing and reading comprehensive assessment, which will help determine appropriate educational placement. While administering the aforementioned assessments, teachers may choose to have applicants participate alongside current students, work independently, work one-on-one with the teacher or utilize parts of a grade appropriate standardized test. Applicants should be prepared to participate in class activities from an academic and social standpoint.
6. **Admission Decision and Notification:** Admission decisions are made by the Head of School and the Admission Committee and are based on 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 typically 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. In order to reserve a space, parents must remit the agreement and deposit, which will be applied towards the tuition fee, two weeks from the acceptance date.

For additional information contact the Office of Admission at 804.693.3825