

The Pennfield School



THE PENNFIELD SCHOOL ADMISSION CHECKLIST

The Mission of The School

The Mission of The Pennfield School is to create an inclusive community of dedicated learners, where students are given a foundation and appreciation for the joyful pursuit of understanding, while fostering respect for oneself and others as a way of life.

Please submit all application materials including completed application, transcript, teacher recommendation(s) and testing (*where applicable*) to the Admission Office no later than Wednesday, February 15, 2012.

Application:

- To be completed by parent(s) or guardian(s) and applicant with non-refundable \$50.00 fee.

Transcript:

- Transcript Release Form – must send at least the last 2 years of grades (*where applicable*).

Teacher Recommendation Forms:

- Two current Teacher Recommendation Forms for those applying to Grades 3–8. An evaluation from the applicant's Math and English teacher(s) are required.
- One current Teacher Recommendation Form is required for applicants applying to Nursery (*where applicable*) – Grade 2.

Visits:

- A student must visit and be screened by a faculty member, in order for an application to be complete.

Testing:

- Current standardized testing will be considered, in addition to Pennfield's own in-house math test and writing sample.

Financial Aid Information:

- Parent's Financial Statement to School and Student Service (NAIS) by Wednesday, February 15, 2012.
- The Pennfield School's Financial Aid Request Form, 2011 1040's, and associated Income Tax forms to The Pennfield School by Wednesday, February 15, 2012.

Admission Decisions:

- Admission Decisions are made by March 9, 2012. The Rolling Admission process will begin after March 9, 2012.

ADMISSION INFORMATION

An applicant for Nursery, Pre-Kindergarten, Kindergarten and Grade 1 is expected to have had his or her third, fourth, fifth or sixth birthday, respectively, prior to September 1st of the year for which they are applying. Applicants above Grade 1 will be subject to a September 30th birthday cut-off. A decision by the Admission Committee regarding the placement of the child will be based on the recommendation of the observing teacher(s) and will depend on the child's readiness to succeed within the program for which the admission is sought. A child entering Nursery is expected to be toilet trained.

The brothers and sisters of currently enrolled students will receive priority consideration for admission. The application of siblings wishing priority consideration must be received no later than January 1st of the proposed year of entry. Occasionally, a grade may have openings during the school year. These openings may be filled as they occur by qualified applicants.

There is a one-time, non-refundable application fee of \$50.00. If applying for more than one child, please submit a separate form and fee for each. Applications are carried forward at no additional fee if no position has become available (*unless the application has been withdrawn*). Parents are welcome to inquire about the status of an application at any time.

The Pennfield School has a tuition assistance program for qualified applicants on the basis of need. An application must be filed through the School Scholarship Service. The School must also receive an application and financial aid form and a signed, current copy of the IRS 1040 form, including all supporting schedules. These documents must be filed by February 15, 2012 in order to be considered for financial aid for the 2012-2013 school year.

All applicants will be notified of the School's admission decision by March 9, 2012. Please send forms and application information to:

Kristin Emory, Director of Admission and Financial Aid

The Pennfield School

Little Slocum Farm

110 Sandy Point Avenue, Portsmouth, RI 02871

Telephone: (401) 849-4646

Email: kemory@pennfield.org

The Pennfield School does not discriminate on the basis of age, gender, race, religious affiliation, non-disqualifying handicap, sexual orientation, family composition, ethnic or national origin, in the administration of its admissions, financial aid, educational policies, hiring or any of its school practices.