



## 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 13, 2019.

#### **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:**

- One current English Recommendation Form and one current Math Recommendation Form for those applying to Grades 3-8.
- One current Teacher Recommendation Form is required for applicants applying to Preschool – Grade 2.

#### **Visits:**

- A student must visit for 2 full school days 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 (PFS) to School and Student Services (SSS) at [www.solutionsbysss.com/parents](http://www.solutionsbysss.com/parents) by Wednesday, February 13, 2019.
- The Pennfield's School Online Financial Aid Form at [www.pennfield.org/affording-pennfield](http://www.pennfield.org/affording-pennfield), 2017 1040's and associated Income Tax forms to The Pennfield School by Wednesday, February 13, 2019.

#### **Admission Decisions:**

- Admission Decisions will be made no later than March 8, 2019. The Rolling Admission process will begin after March 8, 2019.

## ADMISSION INFORMATION

An applicant for Preschool, Pre-Kindergarten, Kindergarten and Grade 1 is expected to have had his or her third, fourth, fifth or sixth birthday, respectively, prior to September 1<sup>st</sup> of the year for which they are applying. Applicants above Grade 1 will be subject to a September 30<sup>th</sup> 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 Preschool 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 1<sup>st</sup> 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 Wednesday, February 13, 2019 in order to be considered for financial aid for the 2019-2020 school year.

Please send forms and application information to:

Admissions Office  
The Pennfield School  
Little Slocum Farm  
110 Sandy Point Avenue, Portsmouth, RI 02871  
Telephone: (401) 849-4646  
Email: [contact@pennfield.org](mailto:contact@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.*