

Fort Worth Independent Schools Joint Admission Consortium Policies

Four leading independent schools in Fort Worth share a joint admissions calendar to provide guidance for interested families. The Admission Staffs of All Saints' Episcopal School, Fort Worth Academy, Fort Worth Country Day School and Trinity Valley School work together to make the admissions process as simple as possible for parents and children and to help families find the best educational placement for each child.

The four schools require the same admissions testing for grades K-12 and share the same deadlines for application, notification of admissions decisions and enrollment deadlines. Admission candidates who are applying to more than one school should schedule the admission testing at one school only and request that the test scores be sent to the other school(s). Each of the schools are nonprofit, accredited schools responsible to volunteer boards of trustees and run by highly qualified administrators and dedicated faculty members.

How to Apply

Because each of these schools has something unique to offer, applicant families should try to match their child's needs with the appropriate school. Each member school has extensive information about their philosophy and programs that can be accessed through the school's website or by contacting the school's admission office for published information. After learning more about a school, parents should make an appointment to visit.

The best time to apply is in the fall preceding the academic year of the student's admission; however, different schools may consider applications throughout the school year for classes that are not full. Each school requires admission testing and information from your child's current school and teacher. Ask the individual school for the details of its application procedures and testing dates.

While schools depend on tuition as a major source of income, our schools provide financial assistance to qualified families who cannot afford full tuition. Financial aid information, application dates and deadlines are available from the individual schools.

Nondiscrimination

All of the schools listed here admit students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities available to students at the school. They do not discriminate on the basis of race, color, national or ethnic origin in the administration of their educational policies, financial aid programs, athletic programs, or other school administered programs.

Admissions Principles of Good Practice for Administrators, Trustees, Faculty, Parents and Alumni

The following principles reflect the ethical and professional guidelines and conduct expected of the administrators, trustees, faculty, parents, and alumni of All Saints' Episcopal School, Fort Worth Academy, Fort Worth Country Day School and Trinity Valley School. Adhering to the following guidelines and common application and notification dates and deadlines ensures an orderly and professional admissions process.

Code of Ethics

In order to ensure the highest levels of professional conduct and standards, member schools of the joint consortium operate under a common code of ethics. In particular, the emphasis is always on operating in a fashion which is in the best interest of the applicant. Member schools may not ask applicants for commitments or indications of commitments in terms of school of first choice nor may they advise an applicant of their status prior to the official notification date. Member schools are prohibited from recruiting students based upon athletic or artistic talent.

Each school seeks those students who meet its particular mission and admissions criteria via objective advertisements, publications and websites, open houses, interviews, etc. Parents and students interested in a particular school should be referred immediately to the admissions office. Trustees, faculty, coaches, parents, alumni, and students should speak accurately and comprehensively about the strengths of their own institutions and not allege weaknesses in other schools. One may speak with pride about one's school without recruiting or unduly influencing another prospective parent or student. Prospective families will not be asked to state a "first choice" school. In fact, we encourage prospective families to apply to more than one school.

Right of Visitation and Preliminary Discussions

Our schools recognize the rights of students or families to visit and consider other schools without notifying the school in which they are currently enrolled. The parent and/or student should direct all initial inquiries regarding the school or its programs to the admissions office.

The School's Admissions Policies

The director of admissions shall be responsible in conjunction with the head of the school for establishing and disseminating admissions policies to its constituents (trustees, administrative staff, faculty, parents, alumni, and friends of the school) and for making clear to all applicants the admissions procedures, dates, and complete costs.

The Submission of Truthful, Accurate, and Complete Information

Throughout the admissions process, the applicant and his/her family will provide truthful, accurate, and complete information regarding academic performance, conduct, and reasons for leaving a school. It is the responsibility of the applicant family to communicate in writing any changes that occur in academic and conduct performance after the application has been submitted and/or after the applicant has been accepted. Upon the discovery of any inaccuracy of information or the omission of information requested, the school reserves the right to revoke the applicant's acceptance.

Transcripts/Confidentiality of Information

Upon written request and as promptly as possible, a school will send a transcript (or its equivalent) and other pertinent information to another school to which a student has applied. A school will not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's current school. A school will not knowingly enroll a student who is indebted to another school for educational services rendered. Such indebtedness demonstrates a lack of financial responsibility. Schools will take all responsible and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents.

Personal References

Trustees, administrators, heads of parent and alumni organizations, coaches, advisors, and benefactors will adhere to the NAIS Principles of Good Practice by not exerting undue influence on the members of the admissions committee or by implying their influence to candidates. Any recommendation should be based on actual knowledge of the student's academic achievement, potential, or character.

Notification Dates

Schools agree to a common admissions calendar including application, notification and enrollment dates and will adhere strictly to those dates. No official or unofficial acceptance or decision will be made through verbal or written means before the notification dates stated. No phone calls or personal contact by the school or its representatives is allowed with any applicant family until the Monday following the Friday mailing of admission decisions.

Financial Aid

Each of the member schools uses the School and Student Service for processing financial aid information. Consortium member schools may provide financial aid to students who show documented need. No artistic or athletic scholarships are available in these schools. Families applying for need-based financial aid will be required to give adequate documentation of family financial resources in order to be

considered for an award. Such awards will not exceed the demonstrated need of the family.

Calendars related to financial aid vary between schools, and candidates interested in financial aid issues should speak directly with admissions officers for the individual school's application deadlines and notification procedures. While consideration of financial aid is a separate decision from an admission decision, financial aid application deadlines are often prior to any admissions decision. Financial aid applicants will be notified in writing no sooner than the time of parent notification of admissions.