

# St. Malachy Catholic School

## St. Malachy Catholic School's Admissions Policy 2026-2027

### POLICY STATEMENT – Admission and Waitlist for Preschool through Grade 8

In order to ensure an orderly and equitable admission for children to St. Malachy Catholic School, this policy, with its procedures, is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Revisions of this policy shall supersede any prior admission policy of St. Malachy Catholic School. **All acceptance letters will be mailed and emailed to prospective families by the last Monday of February.**

#### **A. Primary Goal – Catholic Education**

The primary goal of St. Malachy Catholic School is to provide Catholic education in accordance with the mission statement of St. Malachy Catholic School, archdiocesan policies, curriculum, and guidelines. Therefore, all students, once admitted, are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of St. Malachy Catholic School.

#### **B. Accommodation of Students with Special Needs**

St. Malachy Catholic School strives to accommodate students with physical, emotional, social, or learning challenges. However, St. Malachy Catholic School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students. Families must fully disclose the nature and known extent of such challenges at the time of registration.

#### **C. Parishioner Status**

Regular attendance at Mass at St. Malachy Catholic Church along with faithful and consistent stewardship of Time, Talent, and Treasure (financial support) will be expected by Catholic families of students wishing to receive the parishioner tuition rate. Families meeting these criteria will be deemed "Active Parishioners". All other families will be considered "Non-Parishioners" for purposes of tuition. St. Malachy Catholic School's annual budget is financially supported by St. Malachy Church, specifically through the Sunday Collection; therefore, it is essential that active parishioner families attend weekend Mass at St. Malachy regularly and are good stewards of their time, talent, and/or treasure to the parish to offset the difference in tuition rates.

Definition of terms. Active Parishioner: One who regularly attends Mass, contributes time, talent, and/or financial resources to the St. Malachy parish. Non-parishioner: anyone not fitting the definition of an Active Parishioner.

#### **D. Financial Aid and Responsibility**

St. Malachy Catholic School is committed to providing financial aid opportunities through participation in the Indiana Choice Scholarship program and the SGO Scholarship program. Other scholarships are available: The Shamrock Scholarship, and the Janicky Scholarship.

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These are offered to families that demonstrate stewardship (time, talent, and/or treasure) to either the church and/or school. All families must assume responsibility for paying the agreed-upon tuition charges on time and as prescribed by St. Malachy Catholic School. Families who do not fulfill their responsibility for paying their agreed part of tuition in a timely manner will be subject to having their students lose their right to attend St. Malachy Catholic School.

## **E. Agree to Abide by the School Rules**

Upon admission, all parents and students agree to abide by the policies and rules of St. Malachy Catholic School as specified in the Student/Parent School Handbook.

## **F. Non-Discrimination**

The established policies for admission of St. Malachy Catholic School for Catholic and non-Catholic students are in alignment with Archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school-administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

## **G. Guidelines for Admission**

### **St. Malachy Catholic School Admission Policy for all Preschool Students**

The following guidelines will be used to determine admission to Preschool if there are more students enrolled than there are spots available. St. Malachy preschool students ARE NOT directly admitted into kindergarten. Please see the *Admission Policy for Kindergartners*. All potential preschool students are admitted based on the following priority:

1. First Priority
  - Student has a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish; and
  - Student has a sibling who attended St. Malachy in grades Kindergarten through 8<sup>th</sup> grade during the immediate preceding school year and the sibling is also enrolled for the upcoming school year.
2. Second Priority
  - Student has a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish.

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3. Third Priority
  - Student has a sibling who attended St. Malachy in grades Kindergarten through 8<sup>th</sup> Grade during the immediate preceding school year and the sibling is also enrolled for the upcoming school year; and
  - Student does not have a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish.
4. Fourth Priority
  - All other students

\*\*In the event multiple students on the waiting list have the same priority designation, preference will be given to the order in which those applications for enrollment were received.

## **St. Malachy Catholic School Admission Policy for Kindergarten**

The following guidelines will be used to determine admission to Kindergarten if there are more students enrolled than there are spots available. St. Malachy preschool students ARE NOT directly admitted into kindergarten. All potential kindergartners are admitted based on the following priority:

5. First Priority
  - Student has a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish; and
  - Student has a sibling who attended St. Malachy in grades Kindergarten through 8<sup>th</sup> grade during the immediate preceding school year and the sibling is also enrolled for the upcoming school year.
6. Second Priority
  - Student has a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish.
7. Third Priority
  - Student has a sibling who attended St. Malachy in grades Kindergarten through 8<sup>th</sup> Grade during the immediate preceding school year and the sibling is also enrolled for the upcoming school year; and
  - Student does not have a parent or legal guardian who is a Registered Active Parishioner at St. Malachy Parish.
8. Fourth Priority
  - All other students

\*\*In the event multiple students on the waiting list have the same priority designation, preference will be given to the order in which those applications for enrollment were received.

## **St. Malachy Catholic School Admission Policy for grades 1 – 8.**

The following guidelines will be used to determine the application for admissions for students in grades 1-8. All currently enrolled students must register in January for the following school year. Priority will be based on the following:

1. Returning St. Malachy Catholic School students (grades K-7) from the previous year.

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2. Active Parishioners students that were not enrolled at St. Malachy Catholic School from the previous year.
3. Students of non-parishioner families that had students enrolled at St. Malachy Catholic School the previous year.
4. All other students.

\*\*In the event multiple students on the waiting list have the same priority designation, preference will be given to the order in which those applications for enrollment were received.

## H. Application Procedures (New Students)

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents, and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school. Letters of recommendation from the student's current principal and/or two teachers may be required prior to admission.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.
9. For students transferring from another Catholic or non-public school, financial obligations must be resolved with previous school prior to first day of attendance with St. Malachy Catholic School.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by St. Malachy Catholic School, and the student is likely to be successful in the Catholic educational setting; and an opening exists, the student may be admitted.

*All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at SCHOOL. The recommendation and decision of*

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*the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from SCHOOL. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from SCHOOL is made by the school, the student's tuition due would be prorated.*