

## Brookhaven Academy Enrollment/Admission/Transfer Policy

The following procedures will guide the evaluation of student applications for enrollment at Brookhaven Academy. If vacancies exist after the designated registration period is over, all new applications will be considered in chronological order based on the date and time of the application, payment of the registration fee, past school performance and attendance (if applicable), acceptable conduct, and successful completion of Brookhaven Academy's entrance testing process.

### Enrollment Priorities:

1. Current students and kindergarten siblings—Have priority for registration during the designated registration period.
2. Children of Employees—Students whose parents are employed by Brookhaven Academy have priority for registration. (This also applies to step-children, if the children's primary residence is the employee's household.)
3. New Applicants—Students will be accepted as space becomes available based upon date and completion of the following guidelines:

### Guidelines:

1. Applications will be accepted for review for enrollment in grades K3-12 when the form is completed, the registration fee is paid, and the assessment test is taken.
2. New students will be considered based on the dated receipt of a completed application and payment of the registration fee. Each application will be dated, initialed, and the time recorded to determine priority.
3. If students are not in good standing academically, or if they have previous attendance or discipline problems, they may not be accepted.
4. Each new family making application must bring their child/children for a personal interview/tour with the appropriate school administrator.
5. An assessment test will be administered to each new applicant in grades 2-12 to determine the student's grade placement.
6. Students will be placed on a waiting list when the maximum enrollment for each section of a grade or subject is reached. A waiting list for a new section will be started, but the students on this list will not be accepted until enrollment is sufficient to employ an additional teacher.
7. Families that are on the waiting list will be called when space becomes available and will be given 48 hours from the time of the call to accept the position.
8. The registration fee is non-refundable.
9. When a student reaches a point where Brookhaven Academy can no longer contribute to the educational advancement of said student, and/or said student fails to take full advantage of educational opportunities offered to him/her, and/or said student continuously violates school regulations, the student will be requested to withdraw from Brookhaven Academy during the present year and will lose his/her priority for admission to Brookhaven Academy in the future. The B.A. Board of Directors will evaluate recommendations of the administration concerning each student's present and future enrollment at Brookhaven Academy.
10. The following documents must be provided to the school Guidance Counselor (junior high/high school) or the Elementary Principal (K3-6<sup>th</sup>) before the registration process may begin:
  - Copy of Immunization Compliance (certified by the State of MS)
  - Copy of Birth Certificate
  - Copy of Social Security Card
  - Copy of transcript (7<sup>th</sup>-12<sup>th</sup>) or most recent report card (K5-6<sup>th</sup>)
  - Copy of Discipline Report or statement of clear discipline record from last school attended