

Applicant Pool:

The Applicant Pool list is kept on file for each grade level, including future kindergarteners, who may be placed on the list no sooner than two years prior to when they will enroll. A student is placed on the applicant pool list once PA receives a completed and signed application from the parents (or legal guardians). This list is determined by the date the application is received and in no way commits the family to PA either financially or in any other way. The following procedures will be used in the case of an opening:

- If an *existing PA family* is offered a spot for a *sibling* who is on the applicant pool list *at any time of the year* and they refuse the spot, the sibling always remains at the top of the list.
- Families of former students desiring to re-enroll at PA must send a letter stating their request to be placed on the applicant pool list for the desired grades. The date that the request is received will be used as the date to be placed chronologically on the applicant pool list. Completion of a new application is not necessary; however, an update of the information on file is needed.
- A student on the applicant pool list would move to sibling status as soon as the family enrolling a student pays their enrollment fee for the student offered a spot.
- Siblings will be placed in chronological order on the applicant pool list (assuming that more than one sibling is on the list) as long as the decision is made prior to the newly enrolled child(ren)'s first day of school. After the first day of school, the date the decision is made to enroll the sibling will become that child's new application date, and they will be placed on the list accordingly (which means that the child will be placed above all non-siblings but could be placed behind siblings with an earlier application date).
- If a new family is offered a spot *prior to the first day of school* and they decline, they will be sent an Intent of Enrollment Form which they will need to sign and return before being placed back on the applicant pool list. The date that the form is received at the school is the new date used on the list.
- If a new family is offered a spot *during the school year* (within the guidelines re: time of year, grade level, etc.) and they decline, they will keep their same spot on the applicant pool list (date of application) and will not need to complete an Intent of Enrollment Form.
- PA will never hold a spot for a student for any reason, even if the parents offer to pay tuition for that spot.