

# Seton School

## Admissions Requirements and Procedures

### Statement of Policy

Seton School welcomes students of all racial and ethnic backgrounds and is non-discriminatory. Seton, however, does not have the personnel or the facilities to work effectively with children who have emotional or behavioral problems or who need special education. Although Seton is a Catholic school, non-Catholic students are welcome to apply. However, when there is a waiting list, preference is given to Catholic students. The order in which applications are made will not be a factor for acceptance, except in very rare circumstances. Only applications for the 2018-2019 school year are being accepted at this time. Applications for future years will be accepted after October 1 for the *following* school year. Families should contact the school at that time to receive a current admissions packet.

### Requirements

All applicants must return the Application Form and fee, take the Seton Entrance Exam, and follow the report card guidelines listed below.

**Applications will be accepted between October 2, 2017 and Friday, January 5, 2018.**  
***Students will not be tested unless an Admissions Application has been received and the testing date confirmed.***  
***“Walk-ins” will not be accepted.***

### Procedures

- I. Application Form** - Complete and return the Application for Admission along with a \$125.00 non-refundable application fee for each applicant. Remember to indicate your preferred Entrance Exam date (see inset below for date options) in the space provided on the back of the application. Upon receipt of your completed Application for Admission and fee, you will receive a phone call from the Admissions Coordinator, Mrs. Melissa Alsup, to confirm the Entrance Exam date for your son/daughter. Please notify the school in writing if you have a change of address, or in the event you find you must withdraw your application.
  
- II. Entrance Exam Components** - The Seton Entrance Exam consists of a general knowledge test, a written composition, and an interview with one of our faculty members. The length of the entrance exam varies depending on the number of students present. Dates for placement tests for high school level math and foreign languages will be announced in the spring. **Current Seton families are requested to schedule incoming siblings for the October or November Entrance Exam dates if possible.**

***Modest attire is required for students taking the entrance exam. Jeans, shorts, and hoodies are prohibited.***  
***Students will not be tested unless an admissions application has been received and the testing date is confirmed.***

### ENTRANCE EXAM DATES

October 28, 2017      December 16, 2017

January 13, 2018      January 27, 2018

**Please arrive at 8:45 a.m. Testing begins promptly at 9:00 a.m.**  
**Your test date must be scheduled in advance. Walk-ins are not accepted.**

**III. Report Card/Transcripts** - Applicants for Grades 7-9 must submit a copy of their **first semester or most recent report card on or before February 2, 2018.** Applicants for Grades 10-12 **must supply a complete high school transcript (unofficial copy is acceptable) on or before February 2, 2018.** Final acceptance is contingent upon your child's official transcripts from any school previously attended, including formal and informal home-schooling programs, being received by Seton School by July 2, 2018.

**IV. Notification** - Letters of acceptance and non-acceptance will be mailed on **Friday, March 2, 2018.** Please do not call the school. All notification will be made via mail.

**V. Registration Deposit** - Within 2 weeks of acceptance, a \$230.00 enrollment fee per student is required to confirm your decision to send your child/ren to Seton. It is not refundable should you decide to withdraw your child/ren's application/s. If the deposit is not received within 2 weeks, the child/ren's name/s will be removed from the acceptance list.

### **Open House**

Families interested in Seton are strongly encouraged to attend our Open House for parents and prospective students. The Open House provides an excellent opportunity to learn about the philosophy and academic standards of Seton School. Following the formal presentation, visitors will meet our faculty, tour the school, talk with families of current students, and attend "mini-classes" in several subject areas. The Seton Open House will take place at the Corpus Christi Building across from Seton School. The Corpus Christi Building and Seton School will be available for tours.

**Open House: Sunday, November 5, 2017**

**2:00 - 4:00 p.m.**

**Formal Presentation begins at 2 PM. Mini classes will follow the presentation.**

### **Tours and School Visits**

You and/or your child (ren) may wish to visit Seton and attend classes for a day or part of the day. School visits may be arranged by appointment only. We will arrange for one of our students to welcome your child and be with him or her through the day. Contact the school to arrange a tour or a visit at least one week in advance of the day you would like your appointment.

### **Admissions Questions**

Should you have any questions regarding the admissions process, please contact the school office at 703-368-3220. If further information is required, our Admissions Coordinator will be notified, and your phone call will be returned in a timely manner.

*Thank you for your interest in Seton School.*