



## Admissions Policies & Procedures

### POLICIES

FSP is most suitable for the student who is friendly, curious, self-reliant, and willing to collaborate as a creative learner in community with others. This child persists when the climb seems uphill and is comfortable with stillness when thoughtful reflection is needed. The successful FSP student works hard, has fun, practices leadership, and enters high school confident and well-prepared. We seek families who support our Quaker values and our educational goals. We are committed to building and maintaining a community that is diverse and inclusive with regard to race, ethnicity, gender, creed, family structure, and economic background, knowing that such diversity enriches all of us. **Admissions preference** is given to siblings of current students, children of staff members, and Quaker students.

As part of our commitment to diversity, we welcome students with a variety of learning styles and strengths. We assess the **special learning needs** of individual applicants on a case-by-case basis to determine whether our program is an appropriate fit.

To be eligible for our admission to our **preschool program**, children must be 3 years old by the first day of school (the day after Labor Day). This is true for all preschool applicants, even those applying for mid-year admission (space permitting).

**Need-based financial aid** is available for students in Kindergarten and up. Financial aid is awarded to approximately 33% of the student body each year and helps to ensure an economically diverse community. Admissions decisions are made independently from financial aid considerations.

### PROCEDURES

**Admissions events** for the following school year begin in mid-October. We hold monthly informational tours for prospective parents only and two Family Open Houses (in October and January).

Our “priority” **deadline for applications** each year is January 31. After that date we accept applications on a space-available basis only.

The first step in the **application process** is the completion of the application form, personal statement and related materials (personal reference, teacher reference, transcripts, and any testing/reports/learning plans). Once an application is complete, it will be reviewed by our Admissions Committee. The Admissions Committee consists of our Head of School, Director of Studies, Director of Admissions, Learning Strategist, and the applicable classroom teacher(s). The Committee will decide whether or not to invite the applicant for a classroom visit, which is the next step in the application process. Applicants for grades 1-8 visit for a full school day. Applicants for preschool and Kindergarten generally visit for about an hour. For students with specific learning (or other) needs, we may convene a meeting with parents, our Learning Strategist, and Director of Studies to discuss how a child may be appropriately supported at FSP.

Our first round of **admissions decisions** is made each year on the first Friday in March. Letters are mailed to families on the following Monday with the request that enrollment agreements and deposits be returned to us within two weeks. If the number of accepted students for a particular classroom exceeds the number of available spaces, accepted students will be placed on an internally ranked **waitlist**. If/when a space becomes available, we notify the waitlisted applicant immediately in writing and send an enrollment agreement, which the family has 2 weeks to return with a deposit.

Applications received after our “priority” deadline of January 31 will be reviewed on a space-available basis, with admissions decisions generally being communicated within two weeks of a student’s visit. If an application is received for a classroom that is already full, the applicant will not be invited for a visit day unless a space opens up. If a space becomes available, we proceed with the applicant visit and admissions decision; this may involve a summer visit.

### **Non-Discrimination Statement**

The Friends School of Portland is a company of learners who are guided by the Quaker belief that there is that of God in all persons and who are strengthened by the rich diversity of the world. To prepare our students for life and leadership in a complex and diverse world, we welcome students, families, faculty, staff and directors with differences based upon, (but not limited to) race, color, ethnicity, religion, age, gender, sexual orientation, family structure and economic background. Consistent with the Quaker principle of equality, the Friends School of Portland admits students of any religion, race, color, sexual orientation, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The School does not discriminate on the basis of religion, race, color, sexual orientation, or national or ethnic origin in the administration of its educational policies, admissions policies, employment, financial aid programs, and other school-administered programs, except special consideration may be given to members of The Religious Society of Friends with respect to admissions, financial aid, and hiring of faculty and staff. In our classrooms, every child will be treated equally regardless of religious affiliation.