

**Revised August 2025**

## **Fort Worth Independent Schools Joint Admission Consortium Policies**

Four leading independent schools in Fort Worth share a joint admission calendar to provide guidance for interested families. The Admission Staffs of All Saints' Episcopal School, Fort Worth Academy, Fort Worth Country Day and Trinity Valley School work together to make the admission process as simple as possible for parents and children and to help families find the best educational placement for each child.

The four schools require the same admission testing for grades K-12 and share the same deadlines for application, notification of admission decisions and enrollment deadlines. Admission candidates who are applying to more than one school should schedule the admission testing at **one school only** and request that the test scores be sent to the other school(s). Each of the schools are nonprofit, accredited schools responsible to volunteer boards of trustees and run by highly qualified administrators and dedicated faculty members.

### **How to Apply**

Because each of these schools has something unique to offer, applicant families should try to match their child(ren)'s needs with the appropriate school. Each member school has extensive information about their philosophy and programs that can be accessed through the school's website or by contacting the school's admission office for published information. After learning more about a school, parents should make an appointment to visit.

The best time to apply is in the fall preceding the academic year of the student's admission; however, different schools may consider applications throughout the school year for classes that are not full. Each school requires admission testing and information from your child's current school and teacher(s). Ask the individual school for the details of its application procedures and testing dates.

While schools depend on tuition as a major source of income, our schools provide financial assistance to qualified families who cannot afford full tuition. Financial aid information, application dates and deadlines are available from the individual schools.

### **Nondiscrimination**

Each of these four schools adheres to a policy of nondiscrimination in the administration of educational policies, financial aid programs, athletic programs, and other school-administered programs. For specific information see each school's website.

## **Admission Principles of Good Practice for Administrators, Trustees, Faculty, Parents and Alumni**

The following principles reflect the ethical and professional guidelines and conduct expected of the administrators, trustees, faculty, parents, and alumni of All Saints' Episcopal School, Fort Worth Academy, Fort Worth Country Day and Trinity Valley School. Adhering to the following guidelines and notification dates and deadlines ensures an orderly and professional admission process.

### **Code of Ethics**

In order to ensure the highest levels of professional conduct and standards, member schools of the consortium operate under a common code of ethics. In particular, the emphasis is always on operating in a fashion which is in the best interest of the applicant. Member schools may not ask applicants for commitments or indications of commitments in terms of school of first choice nor may they advise or infer an admission decision to an applicant prior to the official notification date. Member schools are prohibited from recruiting students based upon athletic or artistic talent.

Each school seeks those students who meet its particular mission and admission criteria via objective advertisements, publications and websites, open houses, interviews, etc. Parents and students interested in a particular school should be referred immediately to the admission office. Trustees, faculty, coaches, parents, alumni, and students should speak accurately and comprehensively about the strengths of their own institutions and not allege weaknesses in other schools. One may speak with pride about one's school without recruiting or unduly influencing another prospective parent or student. Prospective families will not be asked to state a "first choice" school. In fact, we encourage prospective families to apply to more than one school.

### **Right of Visitation and Preliminary Discussions**

Our schools recognize the rights of students or families to visit and consider other schools without notifying the school in which they are currently enrolled. The parent and/or student should direct all initial inquiries regarding the school or its programs to the admission office.

### **The School's Admission Policies**

The director of admission shall be responsible in conjunction with the head of the school for establishing and disseminating admission policies to its constituents (trustees, administrative staff, faculty, parents, alumni, and friends of the school) and for making clear to all applicants the admission procedures, dates, and complete costs.

### **The Submission of Truthful, Accurate, and Complete Information**

Throughout the admission process, the applicant and his/her family will provide truthful, accurate, and complete information regarding academic performance, conduct, and reasons for leaving a school. It is the responsibility of the applicant family to communicate in writing any changes that occur in academic and conduct performance after the application has been submitted and/or after the applicant has been accepted. Upon the discovery of any inaccuracy of information or the omission of information requested, the school reserves the right to discontinue the application process, rescind the applicant's acceptance, or terminate the enrollment contract.

### **Transcripts/Confidentiality of Information**

Upon written request and as promptly as possible, a school will send a transcript (or its equivalent) and other pertinent information to another school to which a student has applied. A school will not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's current school. A school will not knowingly enroll a student who is indebted to another school for educational services rendered. Such indebtedness demonstrates a lack of financial responsibility. Schools will take all responsible and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents.

### **Personal References**

Trustees, administrators, heads of parent and alumni organizations, coaches, advisors, and benefactors will adhere to the NAIS Principles of Good Practice by not exerting undue influence on the members of the admission committee or by implying their influence to candidates. Any recommendation should be based on actual knowledge of the student's academic achievement, potential, or character.

### **Notification Dates/Review of Testing Results**

Schools agree to a common admission calendar including application, notification and enrollment dates and will adhere strictly to those dates. No official or unofficial acceptance or decision will be made through verbal or written means before the notification dates stated. No phone calls or personal contact by the school or its representatives is allowed with any applicant family (all grade levels) until the first business day following the Friday notification of admission decisions. Since parents receive the results of admission testing for prospective students entering grades 2-12 within two days of the testing date, and may also test more than once during the admission season, Consortium members may answer questions regarding testing results prior to the notification dates for grades 2-12.

## **Financial Aid**

Each of the member schools uses Clarity for processing financial aid information. Consortium member schools may provide financial aid to students who show documented need. Families applying for need-based financial aid will be required to give adequate documentation of family financial resources in order to be considered for a need-based award. Each school has its own policy regarding merit-based awards in addition to need-based financial aid.

Calendars related to financial aid vary between schools, and candidates interested in financial aid issues should speak directly with admission officers for the individual school's application deadlines and notification procedures. While consideration of financial aid is a separate decision from an admission decision, financial aid application deadlines are often prior to any admission decision. Financial aid applicants will be notified of an award no sooner than the time of parent notification of admission and acceptance.