Application, Admission and Registration Policy

Northside Catholic Academy (NCA) does not discriminate on the basis of gender, race, color, nationality or ethnic origin in admissions. We value small class sizes. When programs meet enrollment limits it is necessary to put students on waiting lists.

NCA considers the following criteria in basing acceptance decisions:

- Space availability: maintaining a maximum of 25 students per class
- Appropriateness of program: child's needs can be met by our programs
- Admission age: By Sept. 1st children must be 3 years old for preschool, 5 years old for kindergarten
- Long term commitment: families who are most likely to attend NCA on a long-term basis.
- Diversity: seeking to maintain a diverse student body representing children from various racial, cultural, and socio-economic backgrounds.
- Serving our the families of our supporting parishes: NCA is an important mission of the St. Gertrude, St. Gregory the Great, St. Henry, St. Ignatius, St. Ita Parishes. The school is supported and maintained by these parishes. Parishioner status is defined and verified by each individual parish.

When it is necessary to prioritize enrollment, the following criteria is applied:

1. Returning students who register within the current family early registration window
2. Siblings of currently enrolled or returning students
3. Children of active parish families (verified and defined by each parish)
4. Children of active parishioners from non-NCA parishes
5. Children of non-parishioners
6. If enrollment requests exceed availability within any priority level, enrollment will be determined by the NCA administration.

Admission Process:

- All new students (including siblings) need to complete an application form.
- Applications will be accepted starting the fall before the school year for which you are applying
- Incomplete applications will remain unprocessed until such time as they are complete
- New sibling applications will be processed first, and by the time registration opens for NCA families
- First round of non-sibling applications will processed Feb. 15th, and the second round on March 1st
- Applications received after March 1st will be processed and notified of status as soon as possible
- Waiting lists will be created as necessary and prioritized based on the admission policy
- Accepted applicants have 1 week to register or they risk losing the space

Admission Requirements:

- Additional registration forms, pertinent records, and registration fees must be completed in full by parent or legal guardian within one week of accepted application.
- All students must be independent with their toilet needs. Pull-ups are not acceptable.
- All families must enroll in Tuition Management Service to automatically withdraw tuition payments.
- Scholarships are available. An application must be submitted to PSAS. Priority is given to those who apply for a scholarship by May 1st.