

Student Admission and Enrollment Policy



“Climbing Toward College & Career Readiness”

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Inspiring Collaboration, Innovation, & Empowerment

STUDENT ADMISSIONS AND ENROLLMENT POLICY

I. Introduction

The goal of the admissions policy of Ararat Charter School (ACS) ("School") is to attract, enroll and retain at the School the broadest spectrum of students and families representative of the rich diversity existing in the community. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School will not discriminate in admissions against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, immigration status, citizenship, national origin, race, ethnicity, religion, sexual orientation or any other legally protected characteristic or category.

II. Admission and Requirements for Admission

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School exceeds the school's capacity, attendance (except for existing pupils of the charter school and their siblings) shall be determined by a public random drawing, the process for which is described below.

A. Admission Eligibility and Requirements

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- No student will be charged for tuition.
- All students shall reside in the State of California.
- A student that has been previously expelled from the School or another educational institution may be admitted to the school at the discretion of the Governing Board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from the School if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Complete applications for admission must be timely submitted to the School no later than the deadline given by the office for that student.
- The application for admission shall include, but is not limited to, the following:
 - Indication of whether the student may require special education or related services, the student's home language and whether the student may be an English Language learner;
 - Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
 - Proof of full immunization or exception from the requirement;
 - Proof of health examinations and oral examination required by the Health and Safety Code;
 - Proof of age;
 - Proof of Parent/Guardian identification;

- Free/Reduced Lunch Application
 - Proof of residency;
- Only parents or legal guardians are allowed to register students. It is not necessary to bring your child(ren) with you for the registration process. Legal guardians must bring valid court documents to prove their relationship to the student(s).
 - Parents/guardians/caregivers shall attend a post-admission Orientation Meeting or its equivalent.
 - A signed Receipt of Family Handbook, and other binding documents must be returned to the School.

Each application will be reviewed by qualified and trained staff to ensure it is complete before the student will be considered for admission. Each application will include a description of the School's formal dispute resolution process. Any student that has been denied admission for failure to meet the School's Admission Requirements and Process may avail him/herself to this process for reconsideration.

III. Enrollment Process and Guidelines

There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- The School will determine class size/configuration for the school year;
- The School will solicit from current students their intention to return the following year;
- The school will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- The School will design program informational materials;
- The School will plan one or more Information Open House Meetings (attendance at which is highly desirable for admission);
- The School will issue press releases and utilize other communication strategies;
- The School will actively recruit students throughout the community;
- The School will mail information letters to families on wait/interest lists;
- The School will host Information Open House Meeting(s) and record attendance;
- The School will schedule School Tours beginning the second year of the program;
- The School will establish and hold an open enrollment period so that all interested student may have an equal opportunity to apply for admission;
- The School will determine the number of returning students at each level;
- The School will determine the number of new students at each level;
- The School will hold a random public drawing, if necessary;
- The School will notify the families of the applicants who are accepted and rejected;
- Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest for that year. If families from the wait list are offered a

position, they must accept that position within set days given by the School or if they decline or fail to respond in a timely manner they may be removed from the wait list.

IV. Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Pupils currently attending the School;
- Siblings of students currently enrolled in the School;
- Students on Free and Reduced Lunch
- Children of teachers and staff not to exceed 10% of total enrollment
- Students residing within the boundaries of LAUSD
- Students residing outside the LAUSD boundaries

V. Single Public Random Lottery

- A lottery is a random selection process by which applicants are admitted to the charter school. Legislation requires a charter school to hold one lottery that provides qualified students with an equal opportunity to attend the school.
- Under California state law, enrollment to Ararat Charter School is governed by a Public Random Drawing (PRD).
- ACS shall conduct a single PRD for admission to the school for the following academic year.
- In order to be part of the PRD, a family must complete the short application and submit it to the school in a timely manner.
- Each completed application will be assigned a number, and before the drawing, the assigned number will be communicated to the family.
- The lottery will be open to the public and any interested parties. Attendance at the lottery is not required to participate in the lottery, to be offered a seat, and/or to be placed on the waitlist through the lottery process.
- During the PRD, numbers will be entered in an on-line randomizer program by a staff member.
- At the PRD, the order of the numbers displayed are recorded, and the students will be admitted to the school in that order until all available spaces are filled.
- The school will fill seats as they become available from the waitlist until the end of the academic year to which it pertains. Those students who do not get picked in the PRD for the available spaces will be placed on a waiting list.
- If it is discovered that a parent or guardian presented [Charter School] with fraudulent residence or other information in order to gain admission to the school, the student shall be transferred to the appropriate school of residence.