

ADMISSIONS AND ENROLLMENT POLICY

**I. Introduction**

The goal of the admissions policy of Voices College-Bound Language Academies (“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 District. 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 the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

**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) shall be determined by a public random drawing, the process for which is described below.

**1. 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.
- In accordance with Education Code § 48000(a), children must meet minimum age requirements for enrollment. Students entering kindergarten must be five years of age on or by October 1<sup>st</sup> for the 2013-2014 school year, and September 1<sup>st</sup> for the 2014-15 school year and each school year thereafter. Voices Academies will abide by any future amendments to the Education Code regarding minimum age for public schools. Proof of the child’s age must be presented at the time of enrollment as described in Education code § 48002. If a student will turn five years of age **at any time** during the school year, that student may be eligible for admission on a case by case basis if (1) The principal determines that the admittance is in the best interests of the child, and (2) The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.
- No student may concurrently attend a private school that charges the student’s family for tuition.
- All students shall reside in the State of California.

- If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.
- 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 published for that school year.
- 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;
  - Home language survey
  - 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 requirements;
  - Proof of health examinations and oral examination required by the Health and Safety Code;
  - Proof of age;
  - Emergency Card;
  - Free/Reduced Lunch Application;
  - Proof of residency;
  - Indication of whether the student has been expelled from a prior school<sup>1</sup>
  - Physician's Authorization to Administer Medication, if applicable.
- Parents/guardians/caregivers shall attend a pre-admission Information Meeting or its equivalent.

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<sup>1</sup> Students under a current expulsion order may be unable to enroll.

- A signed Receipt of Family Handbook and The Parent Agreement shall be returned to the School.

Each application will be reviewed by 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 Meetings (attendance at which is mandatory for admission) and record attendance;
- The School will actively recruit students throughout the community;
- The School will mail information packets to families on wait/interest lists, including invitations to the Open House;
- The School will schedule School Tours and record attendance;
- 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. Children who complete the application process after the published deadline will be added to the wait list if it already exists.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position for that particular school year until he/she is offered a spot in the school or expresses no further interest, or a new lottery is held for the following school year. If families from the wait list are offered a position, they must accept that position within three business days or if they decline or fail to

respond within three business days they may be removed from the wait list or placed at the bottom of the wait list if they desire.

#### IV. Preferences

The School shall admit all students who wish to attend. In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Siblings of students currently enrolled in the School;
- Students residing within the boundaries of the Franklin McKinley School District.
- Students residing outside the boundaries of the Franklin McKinley School District

Pupils already enrolled in the school and indicating intent to return the following school year are guaranteed a spot and do not need to re-apply.

#### 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 Voices is governed by a Public Random Drawing (PRD). Voices 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 application and submit it to the school in a timely manner. Each completed application will be assigned a number, and before the drawing, each number will be placed on a chip and put into a container. During the PRD, numbers will be drawn out of the container at random by a person other than a staff member or current Voices student family member. At the PRD, the numbers drawn out of the container at random are recorded, and the students will be admitted to the school in that order until all available spaces are filled. During the course of the drawing, if a chip is drawn that indicates a sibling (of any grade) is also applying, the sibling will also be assigned the next available numerical ranking for the appropriate grade-level. If there is not a vacancy in the appropriate grade for the sibling, he/she will go to the top of the waiting list for that grade, after any other siblings of current students who are already on the list. Those students who do not get picked in the PRD for the available spaces will be placed on a waiting list.

The Board hereby delegates authority to an individual in charge of the public lottery to make decisions during the lottery that are not covered by this policy.

Adopted: 9/26/2013

