

Adopted: 5.18.15

Revised: 4.20.20

Revised: 4.21.22

536 Enrollment

I. PURPOSE

The purpose of the policy is to provide guidelines for enrollment to New Century School (NCS).

II. GENERAL STATEMENT OF POLICY

A. Admissions

Students who wish to attend New Century School will be accepted based on available space in the applicable grade. If space is not available, students will be added to the waiting list for the applicable grade.

B. Age of Entrance

a. Preschool enrollment

Children whose third birthday is on or before September 1 are eligible for 3-year-olds preschool entrance.

Children whose fourth birthday is on or before September 1 are eligible for 4-year-olds preschool entrance.

b. Kindergarten enrollment

Children whose fifth birthday is on or before September 1 are eligible for kindergarten entrance without assessment.

Children whose fifth birthday is on September 2 or thereafter may be considered for enrollment based on Policy 537 Early Admission to Kindergarten.

c. First Grade Enrollment of Children Not Previously in School

If a child is six years old on or before September 1 of the present school year, the child should be placed in first grade unless there are obvious signs of immaturity

d. Newly enrolled Preschool and Kindergarten students are required to present a birth certificate or other evidence of birth date before they are enrolled.

e. Newly enrolled Preschool and Kindergarten students are required to have completed pre-school and kindergarten screening

III. PROCESS

Notice of Open Enrollment / Intent to Return

Prior to the beginning of the open enrollment period, NCS may inform current families and school staff of the open enrollment period. NCS may ask families to complete the Intent to Return form for the following school year.

Once an application has been received and accepted, the registration packet is sent to the family. Included in the packet are the following items:

- Family Handbook & Receipt Form
- F/R Lunch Application if **NOT** from NCS
- Title I Compact
- Web Permission Form
- Volunteer Form
- Calendar
- Uniform Order

The family is asked to provide the following documents:

- Birth Certificate (**Required for Preschool and Kindergarten** – other grades can be requested from previous school)
- Records of previous school year (and current year, if appropriate)
- Special Education Records
- If student is **PRE-SCHOOL AND KINDERGARTEN:**
Need Immunizations AND pre-school and kindergarten screening.
- Emergency Card with at least two phone contact numbers

The family will make an appointment to meet with administrative team and other staff that may be appropriate such as special education, social worker, and nurse where appropriate.

IV. LOTTERY

Open enrollment period will begin on the first business day of March and end on the last business day of March. If required, the lottery process will begin on the 7th business day of April. If enrollment capacity is reached, applicants will be added to a wait list.

Lottery Process

- If the number of applications received during the open enrollment period exceeds capacity for any grade, New Century School will conduct a general lottery.
- The General Lottery will be conducted after the Siblings and Children of Staff lottery process is complete.
- All other applications received during the open enrollment period are included in the lottery process. Students are admitted to the school in the order in which they are drawn in the lottery.
- If a grade is filled, the lottery continues to establish the waiting list.
- The lottery will proceed from highest grade to lowest grade.
- If a student is admitted through the general lottery, any siblings in the lottery will be automatically admitted based on available openings in those grades.
- Applications received after the open enrollment period expires are

automatically admitted as long as there is available space based on enrollment capacity.

- Families will be notified of their acceptance in writing or by telephone.
- Within 5 business days of the postmarked notification, families must respond by completing the enrollment form and returning it to NCS. Failure to return the enrollment form may cause the student to lose their spot.

Siblings and Foster Students of Admitted Students

- Siblings of currently admitted students are automatically admitted, if applications were received during the open enrollment period, and if space is available.
- If the number of sibling applications for a grade exceeds the capacity for that grade, a sibling lottery will be held for the applicable grade.
- Siblings are admitted in the order in which they were drawn in the lottery.
- If siblings fill all available openings in a grade, a sibling waiting list will be established by the lottery.

Children of Staff

- Children of staff employed at the School are automatically admitted, if applications were received during the open enrollment period, and if space is available in the applicable grade.
- If the number of applications from children of staff for a grade exceeds the capacity of that grade, the children of staff lottery will be held for the applicable grade.
- Children of staff are admitted in the order in which they were drawn in the lottery.
- If children of staff fill all available openings in a grade, a children of staff waiting list will be established by the lottery.

Enrollment applications are available online at the school web site or by calling the office. Once the application is received the full registration package is mailed out and completed by the student family.