

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

NO. 0019

Title: **Enrollment**

Effective Date: December 4, 2008

Submitted By: Governance Committee

Supersedes Date: October, 21, 2004

Approved By: Board of Trustees (BOT)

Rev. No: 5

## **1 Purpose**

- 1.1 The purpose of this document is to establish the enrollment procedures and calendar to be followed by the Benjamin Franklin Classical Charter Public School (BFCCPS).

## **2 Scope**

- 2.1 All members of and applying families to the BFCCPS. BFCCPS is open to all students on a space available basis.

## **3 Responsibility**

- 3.1 The Board of Trustees (BOT) is responsible for reviewing this policy biannually.
- 3.2 The Head of School (HOS) is responsible for the implementation and adherence of the provisions of this policy. This policy and related enrollment information will be published in the public documents of the school so that all applicants and current families will be familiar with them, and will then be responsible for abiding by them. Enrollment regulations are specified in the General Laws of Massachusetts Chapter 71 & 89: MA Department of Elementary and Secondary Education (ESE) Charter School Regulations, as well as the BFCCPS Charter.

## **4 Definitions**

- 4.1 An accepted student is one who has been accepted but is not yet attending BFCCPS.
- 4.2 An enrolled and attending student is one who participates in class once the academic year has begun.
- 4.3 A sibling is a brother or sister of an enrolled and attending student. Siblings must share a common biological or legal parent.
- 4.4 A resident is defined as a student who at the time of application resides in the Commonwealth of Massachusetts and lives in the city or town in which the charter school is located
- 4.5 A non-resident is defined as a student who at the time of application resides in the Commonwealth of Massachusetts but lives outside the city or town in which the charter school is located

## **5 Criteria of Eligibility**

- 5.1 BFCCPS does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.
- 5.2 BFCCPS may limit enrollment within specific grade levels.
- 5.3 BFCCPS accepts applications for openings in grades K-8.
- 5.4 Kindergarten entrance age is five by August 31 of the year of entry.

## **6 Application Process and Lottery Procedures**

- 6.1 Applications for the February enrollment lottery are made available in November for the next academic school year. Applications and Enrollment brochures are made available at, but not limited to, the following sources: the BFCCPS website, Franklin Public Library, other area libraries, Franklin Town Clerk's Office, and in the BFCCPS main office. Notification of the lottery will be placed in the community newspaper no later than one week prior to the final acceptance date for applications. Public notice of and applications for a second lottery, should one be held, will be made available one month prior to the date of that lottery and follow the BFCCPS established lottery procedure.
  - 6.1.1 There are three categories of applications made available:
    - K-8 New Students Residents
    - K-8 New Students Non-residents
    - K-8 Siblings of Currently Enrolled and Attending Students
- 6.2 The calendar for the enrollment process will be set in October and will be distributed publicly and with each application. The enrollment calendar will include:
  - an information evening for the public
  - application due date
  - lottery date
  - date for mailing notification of acceptance including an enrollment agreement form
  - enrollment agreement return date
  - forfeiture date for official removal from enrollment roster
- 6.3 Applications received after the application deadline will not be accepted.
- 6.4 Students who do not meet eligibility criteria will be notified by mail, prior to the lottery, of the reason for ineligibility.
- 6.5 The BOT directs the HOS to determine openings in enrollment by grade before the lottery based on school's capacity and estimated number of returning students. If the percentage of student applications from the sending district exceeds the 9% tuition cap, then the school may not offer admission. If a sibling of a currently attending student is denied admission because of the tuition cap, the state may pay the child's tuition. This tuition cap will determine the number of available spaces.

- 6.6 Lottery description: If the total number of students who apply is greater than the number of spaces available, then there will be an admissions lottery that includes all eligible students. The lottery will be conducted in public and names will be drawn by a disinterested party. The lottery categories to be conducted are in this order:
- siblings of currently enrolled and attending students
  - new students - residents
  - new students – non-residents.
- 6.7 Siblings of currently enrolled and attending students shall maintain their lottery wait list position from year to year provided they re-apply each year and provided the sibling is still attending the school at the time of the subsequent lotteries.
- 6.8 Notification of Enrollment: once the lottery has been conducted, the parents or guardians of the students will be notified of their enrollment status by letter. The status of enrollment letter informs each applicant whether he or she is accepted for the next academic school year or has been put on the waitlist.
- 6.8.1 Accepted: included in the package for an accepted child will be, along with general information, an official Enrollment Form, Release of School Records Form, and the Family Pledge. Also required will be verification of residence for all new families. BFCCPS accepts current utility bills. Other forms of documentation that certify residence will be considered.
- 6.8.2 All forms from the acceptance package must be returned to the school office by the specified due date or enrollment will not be allowed.
- 6.8.3 All accepted students must successfully complete their current grade. If the accepted student is retained, he or she will lose the space in the grade for which they were accepted and move to the bottom of the waitlist for the grade that they are required to repeat.
- 6.8.4 Waitlisted: included in the waitlist package will be a letter, Information Sheet, and Waitlist Response Form. The parent or guardian of the child must return the Waitlist response form in order to maintain the child on the waitlist. Failure to return the form by the return date stated on the form will result in removal of the student from the waitlist.
- 6.8.5 Wait listed students will be contacted by phone as soon as a space becomes available and an offer of admission will be extended. An official enrollment form is provided for the parent/guardian to sign indicating whether or not they accept or decline the space.
- 6.8.6 Declining offer of admission from the wait list: After receiving official notice that the child will not be attending, the next student on the waitlist is notified by the school.
- 6.9 Maintenance of the Waitlist: the waitlist will be maintained in accordance with the lottery regulations as outlined by the MA ESE. If a student is accepted from the waitlist, the next student's position on the waitlist will be moved up one space on the waitlist. The waitlist from the lottery will be maintained until March

31 of that lottery's school year. Only siblings of currently attending students who have a newly completed application may be rolled over to the next school year waitlist and maintain their waitlist position.

6.9.1 Waitlist preference: To meet family preference, a sibling of a currently enrolled and attending student is placed at the head of the waitlist in order of the lottery drawing. Once an accepted student attends, his/her sibling is granted sibling status and then moves to the top of the waitlist but below any other previously waitlisted siblings (if any) in that grade.

6.9.2 Change in status: if a child currently on a waitlist changes his/her grade at another school, or if he/she will be retained at the other school at the end of the current academic year, parents are urged to notify the BFCCPS as soon as possible. Said child will be moved to the bottom of the respective waitlist in the other grade.

6.10 BFCCPS will notify each public school district in writing of the number of students who will be attending the upcoming school year.

6.10.1

## **7 Applicable Forms**

7.1 Enrollment Brochure

7.2 Application for Enrollment

7.3 Acceptance/Waitlist Letter

7.4 Information Sheet

7.5 Enrollment Response Form

7.6 Waitlist Response Form

7.7 Release of School Records Form

7.8 Family Pledge