



Classical Charter Schools Enrollment and Admissions Policy

Policies and Procedures Admissions Process

Any child who is legally qualified for admission into any New York State public school is also qualified for admission, without charge, to a school in the Classical Charter Schools network ("Classical"). A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, religion, ancestry or any other legally protected characteristic. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school. Admission is purely on a lottery basis.

Each school in the Classical Charter Schools network accepts applications for each grade that it enrolls. To be eligible for Kindergarten, students must turn age five (5) by December 31st of the school year for which enrollment is sought.

At the time of admission, students must be a resident of New York State. Parents are required to evidence proof of residency by providing copies of current leases or utility bills as of the previous 2 months (except in the case of students experiencing homelessness).

Classical Charter Schools distributes quick facts flyers, our Scholar Services pamphlet, and applications throughout the community school district, advertising its admission of students. For Kindergarten enrollment, we also meet with Head Start and daycare programs in the area, and distribute our school flyers, pamphlets, and applications there, too.

Information sessions are held at the school in the mornings and evenings to ensure that all interested parents have a forum to see if the school meets their needs. These information sessions are not mandatory, but they are strongly encouraged. The purpose of the sessions is to allow parents and guardians to make an informed choice for their child. Classical makes every effort possible to provide a translator, childcare, and accommodation for those with disabilities to attend the meetings. Each of the sessions is similar, so there will be no need for parents to attend more than one.

Procedure

On November 1 of each year, parent applications will be made available to parents in the following ways:

- 1) Via Common Application
- 2) In person at the school

Upon receipt of an application, families will receive either an email or phone call acknowledgment from the application platform or school-based operations personnel. All applications must be received by April 1. If the number of applications is greater than the number of available seats, then a public lottery is held. The lottery is conducted in the public domain and administered by a third party. Lotteries will be held on the first Friday after April 1. Notice of the date, time and place of the lottery, shall be consistent with Public Officers Law §104, and the lottery shall occur in accordance with section 119.5 of the

Commissioner's Regulations - the notice of the Public Lottery will be announced at least one week prior to the enrollment lottery, and the lottery is conducted in the public domain and administered by a third party.

Admission is based on the following preferences in strict order:

- 1) Returning students (not applicable for entering Kindergarten class)
- 2) Siblings of returning students
- 3) Siblings of accepted new students
- 4) Students in the Community School District in which the School is located

Within two business days of the lottery selection, Classical sends either a Letter of Acceptance or a Waitlist Letter to parents and guardians on their child's status.

Parents and guardians have approximately 14 calendar days to fill out, sign, and return their acceptance letter if they intend on enrolling their child. If not received by the deadline, the student loses his or her seat and Classical will contact the next name on the list in the appropriate order.

Those placed on the waitlist will receive their number on the list. Forms can be returned via mail, fax, or drop off at the school. Classical will keep accurate records of the waitlist containing the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. If any vacancies open up prior to December 1, Classical will contact those families on the waiting list for enrollment.

Classical will backfill as it is able up to and including the fifth grade, if space permits. The number of seats available will depend on the number of classrooms, if space permits.

If the number of applications is less than the number of available seats, then all students will be admitted, and a second round of information sessions will be held to fill any remaining seats. If a lottery process is necessary, the Public Lottery will be held between April 1 and April 15.

Lottery Weighting

Classical is committed to enrolling students with disabilities ("SWD"). In addition to targeted outreach and recruitment efforts, the school uses a weighted lottery for the applicants with disabilities in order to increase those students' chances of being randomly selected for an available seat. To identify as many students with disabilities applicants as possible, Classical shall include the following on its application:

1. Does your child have an individualized education plan (IEP)?
2. If your child is currently in pre-k or not yet enrolled in kindergarten, does your child currently receive early intervention services (such as special education, speech and language, occupational or physical therapy) through the Committee on Preschool Special Education (CPSE) process?
3. Does the student receive special education services?
4. Does your student have a disability or impairment?
5. Do you have concerns about your child's development, learning, and/or behavior that you believe required a special education evaluation or special education services?

If you answered "yes" to any of the questions and you are offered a seat through the lottery or waitlist process, you will be required to provide appropriate documentation related to your answers prior to your child's enrollment. If a seat is offered based on insufficient information, the offer will be rescinded, and the seat will be offered to the next student on the waitlist. Prior to April 1st each year, each Classical school identifies targets for enrollment of students with disabilities, and applies weights based on gaps

between the actual current enrollment and the target for the subgroup, set forth in the NYSED Charter Schools Office performance framework at (<http://www.p12.nysed.gov/psc/regentsoversightplan/section3/PerformanceFramework2019.pdf>).

- If the School is more than 5% below the target for the subgroup, a weight of two will be applied
- If the School is more than 10% below the target for the subgroup, a weight of three will be applied
- If the School is more than 15% below the target for the subgroup, a weight of four will be applied

Students will be awarded no more than a weight of four.

Waitlist

During the lottery process, names will continue to be drawn in the same manner and applying the same preferences and weights after all available seats have been filled in order to form one waitlist for each grade level. These waitlists will be the only official, legal document identifying the names of students by grade level with applications to each Classical school, pending acceptance for the subsequent school year, or when vacancies arise. The waitlist expires annually immediately prior to the next year's lottery drawing.

Whenever a vacancy occurs after the lottery, Classical shall follow the waitlist order and notify a parent via email and/or text message that a seat has become available and is being offered to the student. In addition, the school may contact the parent via phone call. A parent has three business days from the time of the first notification as recorded by the school to accept the seat by contacting the school per the instructions in the offer. A parent may request and the school may grant an extension of no more than two additional business days in order for the parent to make a final decision regarding acceptance. If a parent declines the offer, the student is determined to not be eligible, or the school does not receive a response from the parent within three business days, the seat shall be offered to the next student on the waitlist.

Record Keeping

The school shall keep written and/or electronic documentation related to this policy sufficient for the authorizer to identify the process used and compare the process used to the lottery procedures required by the school's Charter. Records include: applications; targeted recruitment activities; lottery, weighting, and waitlist processes; logs related to parent contacts and offered/accepted/rejected seats; relevant data stored in and formulas used by SchoolMint; names and titles of third-party lottery administrators/overseers; recordings (if any) related to remote lotteries; records related to posted notices; and any other records that the school deems material to the lottery process.