



POLICY NO.	DESCRIPTION	EFFECTIVE DATE
S-001	STUDENT ADMISSIONS POLICY	02/25/2003 First revision 01/25/06 Second revision 12/5/07

**PURPOSE:** To outline the process by which students will be admitted to Voyager A Public Charter School (School).

**POLICY:**

- A. Enrollment will be dependent on capacity and other factors. Annually, the Board will determine and approve the enrollment maximum.
- B. Applications will be accepted from January 15<sup>th</sup> or the closest school day through 2:30PM on the date of the lottery for the following school year.
- C. If there are slots available after the lottery date, applications will be accepted until the charter school enrollment count date (as established by law) or until those slots are filled, whichever comes first.
- D. Eligibility requirements: students must be age 5 by July 31<sup>st</sup> of the application year, and not older than age 8 by December 31<sup>st</sup> of the application year.
- E. Admission will be granted with the following preferences:
  - 1. Siblings of currently enrolled students receive first preference on open slots. Siblings include children within the household wherein the caretakers have legal guardianship.
  - 2. Children of staff receive second preference on remaining open slots.
  - 3. If there are more applicants by the deadline than the remaining open slots, a lottery will be held. Students admitted by lottery will automatically be given preference on open slots for eligible sibling applicants. Others will be placed on a waiting list.
- F. Once a family has been notified that their child has been accepted, they have 30 days in which to pay a non-refundable supply fee. Payment of this fee will reserve the student slot for that child. Should payment not be received within 30 days, the slot will be opened to another child. In the event that payment is not received, the slot is forfeited and will be offered to a child on the waiting list. If the family wishes to re-apply, the child's name will be added to the bottom of the waiting list.
- G. Once a space becomes available to a student (through lottery or waiting list movement, the application will be reviewed for any special services needed. If the applicant has an existing Individual Education Program (IEP), the student



- support team (SST), including representatives from the applicant's home school SST, will meet towards final determination of acceptance into the School, subject to the School having adequate resources to meet the child's educational needs.
- H. A student is considered "accepted" by the School when the non-refundable supply fee is received (within 30 days of acceptance notification).
- I. Accepted students are required to attend the first day of school. In rare instances exceptions may be made by the Principal and/or his/her designee. If a child fails to attend by the end of the first full week of school without prior approval, the student slot will be forfeited and released to another student.

#### DEFINITIONS:

1. "Accepted" means that a space has been reserved or held in a particular class or learning team for a student. The space will be held for the student once the non-refundable supply fee is paid unless otherwise notified by the parent/guardian and/or unless the student fails to attend by the end of the first week of school without prior approval.
2. "Count Date" is the date designated as the official charter school enrollment date that is established each year by law. The enrollment count on that date is used as a multiplier to determine the funding allocation for the School.
3. "Start Date" is the first day of school for students as published on the official school calendar. For students starting after the first day of school, the start date is the date that is agreed upon and approved by the School administration.