

## **Admissions Policies and Procedures**

BelovED Community Charter School does not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, special needs, proficiency in the English language, or any other basis that would be illegal if used by a school district.

Applications for a school year will begin to be accepted by October 15<sup>th</sup> of the preceding school year. The initial application period will end on December 1<sup>st</sup> of the preceding schools year. If, on December 1<sup>st</sup>, fewer applications have been submitted for a grade than there are seats available, Beloved Community Charter School will admit all New Jersey-resident, grade-eligible children for whom an application has been completed, including providing proof of age and residence. If, on December 1<sup>st</sup>, more applications have been submitted for a grade level than there are seats available, an admissions lottery for that grade level will be conducted. (See the Admissions Lottery discussion, below.)

If, after the first application period, there are seats still available for the subsequent school year, the second application period will end on February 15. Subsequent application periods will end on the 1<sup>st</sup> of each following month. On each application period end-date, BelovED Community Charter School will admit all New Jersey-resident children who complete the application, including providing proof of age and residence, to the extent that there are seats available in the applicable grade.

## **Admissions Preferences**

Following any application period end-date during which more applications were submitted for a grade than there are seats available, returning students will always be given the highest preference. Children with siblings already enrolled will receive the second highest preference. Jersey-City resident children who do not have siblings already enrolled will receive the third highest preference. Non-Jersey City-resident students without a sibling enrolled will not receive any preference.

A sibling is defined as a biological or legally adopted brother or sister residing in the same household. Children who are under the legal guardianship of a parent of an enrolled student and living in the same household may also be entitled to the sibling preference as determined by the lead person in his/her sole discretion. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not considered siblings.

## **Admissions Lottery**

Admission lotteries at Beloved Community Charter School will be public and the families of children who have applied will be invited to attend. Each applicant will have been assigned a number. This number will have been recorded on a card, together with the grade the child is applying to enter, the child's city of residence, a notice of whether any sibling is already enrolled for the up-coming year, and the applicant number and grade of any sibling(s) applying to enroll. Each such card will have been placed into a grade and preference-specific drum. The drums will have been ordered by grade and preference, beginning with the highest preference drum for Kindergarten, then the second highest preference, etc., and then moving on to the highest preference drum for First Grade, then to the second highest preference, etc., up through the school's various grade levels. The school will have enlisted an impartial community leader to draw the cards in each drum at the random

admission drawing, and will have invited a representative of the Jersey City School District to observe the proceedings and ensure fairness. The school will record students' applicant number in the order they are drawn to create grade-level admission/wait lists. When a child's card is drawn who has a sibling applying, the drawn child's number will be recorded on the appropriate grade level list, and then immediately following, the sibling's number will be recorded on the appropriate grade level list. Should it turn out that there is insufficient space for that child or his or her sibling in a grade, the child for whom there is space will be admitted and the child for whom there is not space will stay on the wait list for the relevant grade level. The name of any student whose application is received after the end of an application period for which a random drawing has been conducted will be placed at the end of the relevant (Jersey City resident or non-Jersey City resident) wait list created by that random drawing in the order the application was received.

The school will notify the parents/guardians of applicants about their child's admissions status – admitted or wait-listed – using phone calls and email and will document these outreach efforts.

### **Waiting List**

The names of applicants for a grade who are not able to be admitted because of a lack of seats will be assigned a position on one of two wait lists – one for Jersey City-resident children and one for non-Jersey City-resident children – ordered through a random drawing of applicant numbers. If any seats in that grade are/become available for the subsequent school year, children on the Jersey City-resident wait list for that grade will be offered an opportunity to fill the seat based upon their position on the Jersey City-resident wait list. Only after all of the children on the Jersey City-resident wait list have been offered an opportunity to fill available seats, will the non-Jersey City-resident wait list be used, with opportunities presented to the children on that list according to their order on it.

If a student, who is offered a seat from either wait list, has a sibling on a wait list, that sibling shall go to the top of all wait lists for his/her grade level, immediately behind any other sibling already at the top of that list waiting for a seat to open

If a seat becomes available in a grade level where there is no wait list, the lead person may, in his/her sole discretion, offer a seat to a child on the wait list for another grade level if there is space in the school in accordance with the overall enrollment count.

### **Wait List Procedures**

If a seat becomes available to be filled from the wait list, the school will go through the list, in order, and make at least three attempts to notify an applicant's parents/guardians. If, after three attempts, the school has not been able to confirm that a wait-listed student will be attending, the seat will be offered to the next applicant on the wait list.

As part of the admission drawing and wait list process, parents/guardians will be notified that the wait lists so created will be used only for filling seats that are open or become open for the subsequent school year. This notice will establish that if a seat does not become available for the subsequent school year, parents/guardians will need to reapply to have their child's name placed in the applicant pool for any school year thereafter. A wait list will only be maintained for the period between its creation following a random admission drawing for the subsequent school year and the close of that subsequent school year.