



Policy Number: 3.1

Section: Admission and Attendance, Admission and Lottery

Title: Admissions Policy

Policy Definitions:

- Admissions is the process that begins with applying to the lottery and includes completing Enrollment.
- Enrollment refers to the process of enrolling students once the student has been offered a seat through the Lottery.
- Lottery is a defined period for receiving applications for Admission, resulting in a manual or automated random drawing of applicants to select incoming students for available seats.
- Wait List is a numbered list of those who were not offered a seat during the Lottery or those who applied after the Lottery. It is used to select incoming students for available seats once the Lottery is complete.

Policy Verbiage:

Casa Esperanza Montessori Charter School is a tuition-free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a North Carolina public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Casa Esperanza Montessori Charter School does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

1.0 Lottery application

Casa Esperanza utilizes an automated system for the application and lottery process. Families without access to a computer will have the opportunity to enter their child into the lottery by submitting a lottery application at the school. The school will provide access to a computer.

The lottery application process will begin each year during the first ten days of January and end during the last ten days of February. Specific dates will be published prior to each lottery opening.

2.0 Priority

The School may give enrollment priority in certain instances as stated in G.S. 115c-238.29F(g). The school has decided to offer the following enrollment priorities and will implement them in the manner described below:

1. Siblings of currently enrolled students who were admitted to the charter school in the previous year.
2. Children of a full-time employee. Limited to no more than 15% of the school's total enrollment.
3. Siblings of students who completed the highest grade offered by Casa Esperanza and were enrolled at least four years at the school.
4. A student who was enrolled in the charter school within the two previous school years but left the school
 - (i) to participate in an academic study abroad program or a competitive admission residential program or
 - (ii) because of the vocational opportunities of the student's parent.

Definition of sibling: One of two or more individuals having one or both parents or guardians in common including any of the following who reside in the same household: "half-sibling, step-sibling, and children residing in a family foster home".

Multiple birth siblings: Parents/Guardians of twins and multiples may enter one surname for all the siblings applying at the same time; and if that name is drawn, all the children are admitted simultaneously. If the multiple birth siblings are in different grade levels, the parent should enter the name of their children individually to make sure they are entering into the correct grade level.

3.0 Lottery Process

Lottery procedures will comply with the NC Open Meeting Laws provided in G.S. 143-218.10(a). The charter school will publicize the date, time, and location of the meeting and allow anyone to attend. The lottery is conducted by an Administrator, a Board Member, and the Admissions Coordinator.

Available number of spaces is determined each year in each program and grade level and it is preset in the automated system.

Parents/Guardians will be notified via an automated system the results of the lottery. The timeline and required response times for each step in the Admissions process is outlined in the table below. The provision of days are calendar days or dates unless otherwise defined.

Calendar Period	Accept or Decline	Submit Paperwork	Student Attends	Withdrawn / Seat forfeited if no attendance after
March 1 - June 15	5 days	5 days	1st day of school	3 days
June 16 - 1st day of school	2 days	2 days	1st day of school	3 days
1st day of school - 20th day of school	1 day	1 day	1 day after acceptance	3 days
21st day of school - Last day of school	No seat offered ¹	No seat offered ¹	No seat offered ¹	N/A

¹No additional students will be accepted after the 20th day of school except for those defined as an enrollment priority, subject to available space. If eligible, the timetable after the 1st day of school applies to any admission after the 20th day of school.

An enrollment offer that is declined or that is not accepted within the required period will be immediately offered to the next child on the waitlist.

If a child enters both the Enrichment and Immersion Lottery, upon accepting a seat in either lottery, the child will immediately be removed from the other list or waitlist. Current year waiting lists dissolve when the next Admissions period begins.

Casa Esperanza may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Once enrolled, students are not required to enroll in subsequent enrollment periods. In order to properly plan, the school will routinely inquire of Parents/Guardians in early spring through letters of intent to ascertain if students will return to Casa Esperanza Montessori the following year.

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- Include in Parent Information Handbook Include on School Website
 - Include in Employee Handbook

Signature:

Monique Taylor, Board Chair Date Adopted

Revision History	Issue Date	Sections Affected
Entire policy update <i>Changes are in italics</i>	12/19/2018	1.0, 2.0, 3.0
Order of Priorities revised: Changed priority 4 to be priority 3, and current priority 3 to be moved to priority 4.	09/17/2020	2.0 Priority
Shorten lottery application period, define terms, define enrollment and attendance requirements after school year begins.	1/1/2024	1.0, 3.0