

6100: Admissions and Enrollment Policy

Purpose: This policy is in place to address the process for handling admissions at SOUTHERN WAKE ACADEMY. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted as required by North Carolina law.

SOUTHERN WAKE ACADEMY is a nonprofit, tuition-free charter school authorized by the State of North Carolina. As a charter school, SOUTHERN WAKE ACADEMY will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. SOUTHERN WAKE ACADEMY will open enrollment on December 1. The open enrollment period will end at noon the day of the lottery. The lottery date, time and location will be published on the school's website by February 1 of each year.

The only criteria for admission will be the completed application which may be completed online through our website (www.swake.org), unless a family is unable to access the site, in which case they may use a computer provided in the office to register for the lottery. The Lotterease application must include the student's name, parent/guardian names, current address, parent/guardian phone number, student's date of birth, and parent email address, and an indication as to how the family would like their children entered into the lottery (acceptance or declination of the Surname Option).

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year but must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then, if admitted, the student will be evaluated by the principal before making a retention decision. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with SOUTHERN WAKE ACADEMY. If the student is on the wait list at the time the retention decision is made, he/she will be moved to the correct grade level and placed on the wait list of the new grade based on wait list lottery results.

Single or Family Application

Each family will be offered the choice to enter all of their children into the lottery with one surname using the Surname Option, or to enter each child separately.

Lotterease Surname Option:

The Surname option is based on the Charter School Lottery Laws of North Carolina. *By default, the parent setting is set to Accept.* If the parent uses the Surname option, then only one application is entered into a school lottery per surname sibling type chosen. In this case, even though the parent may enter several surname siblings into a lottery, *the last application that is submitted will be the primary surname application* and it will be the only one visible in the list of applications before a

lottery is run. However, the parent will still see all sibling applications in their account, and can change which application is the primary surname application before the lottery is run. When the lottery is run, if the primary surname application is selected for admission, then the secondary surname applications will be given preference in the lottery. (*Meaning they will move to the top of the waitlist.*) On the other hand, if the primary surname application is waitlisted when the lottery is run, then the secondary surname applications will be placed at the bottom of the waitlist. After the lottery is run, surname siblings have the ranking of the Application Preference Group 'Applicant Siblings'.

If the parent declines the Surname option prior to the running of the lottery, then the surname siblings in that family are entered into the lottery as Single Applicants.

Multiple-Siblings

If you choose "Twins and Multiples Only", then all of the rules described above will only apply to siblings who are born within 1 day of each other. In this case, siblings who are not twins or multiples will each get their own application in the lottery and will be treated as Applicant Siblings before and after the lottery is run and as Lottery Running Selected Siblings if they are selected when the lottery is run.

Returning Students

Current **SOUTHERN WAKE ACADEMY** students will not be required to re-enroll, but will be required to sign a letter of intent for the upcoming year no later than January 20th to allow the school to plan appropriately.

Enrollment Priority

SOUTHERN WAKE ACADEMY will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law. The following groups will have enrollment priority for subsequent school years in the order that follows as grade level spaces permit:

1. Children of full-time employees and board members (not to exceed 15% of total school population)
2. Siblings of current students in accordance with Charter School law N.C.G.S. 115C-238.29F(g)(5a)

Lottery Procedures for the 2020-2021 School Year and Subsequent Years

In prior years, **SOUTHERN WAKE ACADEMY** has conducted its lottery using both manual and computerized processes. Prior to the general enrollment lottery, the school will conduct a lottery for siblings of students admitted in prior years as needed. If more SWA siblings applied than there are spaces available, SWA will create grade level wait lists for all students not receiving spaces.

Once the sibling lottery has been completed (as needed), the general lottery will begin. All applications received during the open enrollment period will be drawn in the lottery. Applicants will be selected for available spaces, then remaining applicants will be drawn for wait list placement. All results will be announced at the lottery and posted on the Lotterease website. Lotterease will notify parents of all lottery results regarding their student, whether selected or wait-listed.

All students applying after the lottery will be automatically placed on the wait list in the order selected during the lottery. Wait lists will be used in the event that a spot opens and the school chooses to fill the vacant position.

Lottery Results

Lotterease will post the Southern Wake Academy lottery results on Lotterease.com within 1 business day of the lottery and notify the parent/guardian of the student via email.

The results and the wait list will be updated routinely to allow parents to determine current wait list status. Parents of students placed on the wait list will receive communication via email from Southern_Wake_Academy@lotterease.com as to their student's place on the wait list. They will also be able to look at the wait list information on Lotterease to determine their spot on the wait list.

Students Applying after the Open Enrollment Period

Any students applying *after* the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

Enrollment

Students selected in the Lottery drawing, SWA Siblings selected before the Lottery drawing, and/or students selected from the waitlist will have **7** calendar days from the date their "Applicant Selected" email was sent to accept (*confirm*) or decline enrollment (*attendance*) and submit enrollment paperwork. If a student is selected after April 14, they will have **5** days to accept or decline enrollment at the school and return the enrollment paperwork. If a student is admitted after May 22, they will have **2** days to accept or decline enrollment at the school and return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the spot will move to the next student on the wait list. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application on Lotterease and they will be placed on the wait list in the next available space.

As spaces at the school become available, the parent/guardian of the student will be contacted via email from Lotterease.

Right to Refuse Enrollment

SOUTHERN WAKE ACADEMY reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

SOUTHERN WAKE ACADEMY reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a student has accepted enrollment at the school but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, **SOUTHERN WAKE ACADEMY** reserves the right to remove the student from enrollment and offer the space to the next student on the wait list.

Handling of Errors

Should **SOUTHERN WAKE ACADEMY** err in administering the lottery or if any discrepancy occurs in the lottery process as a result of the actions of the school that is not corrected during the lottery, such mistake or discrepancy will not invalidate the lottery and the lottery results will stand

with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors following recognition of the mistake. If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student's name was duplicated in the lottery at a grade level, the student or students who should not have been included or the duplicate with the lower priority placement number, as applicable, will be removed and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were selected at the same time as the randomly assigned placement number. Any applicants with placement numbers on the wait list behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

Parent Errors

Only 1 (one) application per student is allowed. Multiple applications for the same student will result in disqualification and removal from the Lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and that parent may withdraw the incorrect application, then submit a corrected application in Lotterease, which will be subject to the process followed for students applying after the enrollment period.

Date Approved and Adopted by the Board: 17 November 2020