

Great Oaks Academy

Admissions and Lottery Policy No. 537

I. Purpose

The purpose of this policy sample is to establish a process for student admission to Great Oaks Academy and the lottery process in the event of a wait list.

II. General Statement of Policy

Great Oaks Academy allows children residing in Minnesota to attend for their appropriate grade level. Admission is open to all students without regard to ability, race, religion, or any other factors other than the capacity of the program, class, grade level, or building.

III. Definitions

- A. "Admission" is used to define when a student is accepted to attend Great Oaks Academy.
- B. "Enrollment" is used to define when the student is assigned to a grade.
- C. "Available Capacity" is used to define the filling of all openings/available seats or enrollment.
- D. "Acceptance Period" is used to define the time period a family has to accept or decline an offer of enrollment. This is based on when the offer of enrollment is made and will be stated in the letter or email. Failure to respond to an enrollment offer within the set response time constitutes a declination of the offer.
- E. "Lottery" is used to define the random drawing process.

IV. General Guidelines for Enrollment

- A. Great Oaks Academy shall enroll any eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. In this case, pupils must be accepted by lot.
- B. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act.
- C. Kindergarten pupils must be at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences.

V. Preference

- A. Great Oaks Academy gives preference to siblings of enrolled pupils and to foster children of the pupil's parents.
- B. Great Oaks Academy then gives preference to the children of staff before accepting other pupils by lottery. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

- C. Great Oaks Academy will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and will not establish any criteria or requirements for admission that are inconsistent with this section.

VI. Procedure

A. Annual Procedure of the Board of Directors

1. The Board shall establish and publish to the website by January 1st the open enrollment period applicable to the following school year's admissions as well as the date of the lottery to be held if necessary.
2. The Board shall publish on the website by January 1st the enrollment application applicable to the following school year, and any changes to this admissions and lottery policy.

B. Application Processing

1. One application must be submitted for each student. Each enrollment application received is date-stamped for record keeping. There is no application or waiting list carryover from year to year. Applicants must submit a new application during each open enrollment period (once a year).
2. Interested families will submit applications beginning January 1 and ending the Monday prior to the lottery at 4:00 pm. Lottery takes place on the third Thursday in March each year. The Board of Directors may change any year's deadline and lottery date by resolution without changing this policy.

C. Admission for Applications Received During Open Enrollment

1. All applications received during the open enrollment period are automatically admitted unless more applications are received than the available capacity established by the Board for the applicable grade(s). In this situation, siblings of currently enrolled students and children of staff employed at the school are admitted and all other submitted applications for such grade(s) are placed in the lottery.

D. General Lottery

1. If the number of applications received during the open enrollment period exceeds available capacity established by the Board for any grade (and after siblings of enrolled students who submitted timely applications are already admitted, and after all children of staff employed at the school who submitted a timely application are already admitted), the school conducts a general lottery.
 - a) Students will be placed first in the highest grade serviced by the school for the following school year followed consecutively, in descending order, by all other grades.
 - b) All applications for each such grade(s) (excluding applications from siblings and foster siblings of already enrolled students and children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery.
 - c) Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available capacity as determined by the Board for the applicable grade(s).

- d) If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn.
 - e) If a student is admitted through the general lottery and that student has one or more siblings or foster siblings in other grades also subject to a lottery, those siblings and foster siblings are automatically given preference.
 - f) If there are more siblings, foster siblings and staff children than available spots in a given grade, separate lotteries will be held for these categories before the general lottery is held.
- E. Admission for Applications Received Outside of Open Enrollment
- 1. Great Oaks Academy will not accept admissions and/or enrollment after the third Monday in March of that calendar year.
 - 2. A student who submits an application outside of the open enrollment period is automatically admitted as long as there is available capacity in the applicable program, class, grade level, or building as established by the Board in the order received.
 - 3. Siblings, foster siblings, and children of staff applications received after the close of the Open Enrollment Period will receive preference provided there are available seats after all applications submitted by the close of the open enrollment period have been accepted.
- F. Parent/Guardian Notification of Enrollment
- 1. Parents or guardians will be given notification of enrollment or waitlist status within ten days of the lottery by email or mail if email isn't available..
 - 2. Students who decline will be removed from enrollment.
 - 3. A failure to respond to the offer of enrollment within 10 days, as stated in the offer letter, constitutes a decline and the student will be removed from enrollment.
 - 4. It is the responsibility of parents/guardians of students to keep Great Oaks Academy informed of current contact information.
- G. Great Oaks Academy conducts all lotteries through a method of either computerized random selection or by operating an instrument used for randomized selection. If using the instrument method, the instrument shall be open to inspection to any person for its legitimacy.
- H. Great Oaks shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

VII. Interpretation of Policy

Should any question or unanticipated scenario occur regarding the admission and enrollment policy, the Executive Director is responsible for final interpretation and implementation of the policy above. The Executive Director shall recommend any appropriate updates to The Board.

Legal References:

Minn. Stat. Ch. 124E.11 (Admission Requirements and Enrollment)
Minn. Stat. Sec. 363A.13