

Bellevue-Santa Fe Charter School

**Admissions Policy**

**A. APPLICATION TO BSFCS**

1. Bellevue-Santa Fe Charter School (BSFCS) Request for Enrollment forms are available in the BSFCS office (Monday-Friday, 8:00a.m. - 4:00p.m.) or can be accessed at BSFCS.org. To be eligible for enrollment in the current school year, students must be at least 5 years of age on or before September 1<sup>st</sup>. To be eligible for the Annual Public Admissions Lottery (“Lottery”), students must be at least 5 years of age on or before September 1<sup>st</sup> of the upcoming school year.
2. Applicants are limited to Lottery participation in one and only one grade level per academic year as determined by age and previous academic enrollment.
3. A new applicant’s selection category in the Lottery is determined by where the applicant resides, if the applicant currently has a sibling attending BSFCS or if the applicant’s parent/legal guardian is a fulltime BSFCS staff member.
4. New applicants that have already participated in a Lottery will be selected for admission based on their Lottery placement number within their selection category. Whether an applicant is admitted to BSFCS therefore is dependent on the number of available openings at the requested grade level, and the applicant’s assigned placement number within their selection category.
5. New applicants that have not participated in a Lottery will be admitted following placement of applicants in the same selection category that have already participated in a Lottery. Applicants that have not participated in a Lottery will be selected for admission based on their selection category, and the date their completed Request for Enrollment form and residency documentation was received at BSFCS.
6. All new applicants must include proof of residency documentation with their Request for Enrollment form. Acceptable proof of residency documentation is set forth in the BSFCS Proof of Residency Policy.

**B. SCHOOL CAPACITY**

The capacity of Bellevue-Santa Fe Charter School at each grade level is determined by the BSFCS administrator.

**C. ANNUAL PUBLIC ADMISSIONS LOTTERY**

1. BSFCS will conduct a Lottery each year prior to April 1. The Lottery shall determine the placement of applicants within the same selection category and application request year group for the upcoming school year.
2. **Parents or legal guardians of new applicants eligible for admission are required to complete and return a Request for Enrollment form and residency documentation by close of business on the last business day in February for the next school year’s fall enrollment.** If a new applicant’s Request for Enrollment form and residency documentation is not received at the BSFCS office by the last business day in February their right to participate in the Lottery will be forfeited.
3. BSFCS will mail parents or legal guardians results of the Lottery no later than April 1<sup>st</sup>. Results can also be obtained on or after April 1<sup>st</sup> at the BSFCS office.

## **D. APPLICANT CLASSIFICATION AND PLACEMENT**

1. **ADMISSION GROUP.** All applicants requesting admission to Bellevue-Santa Fe Charter School will be assigned to an admission group. Admission groups are classified based on the following criteria:

a) **Grade Level.**

b) **Selection Category.** The seven selection categories are:

1. Continuing students.
2. New student siblings of continuing students within the former attendance area.
3. New students within the former attendance area.
4. New student siblings of continuing students.
5. New students of fulltime staff.
6. New students within SLCUSD.
7. New students outside SLCUSD.

Note: In order to maximize student participation in BSFCS, the Administrator may adjust class sizes at his or her discretion. The Administrator's decision to expand class size shall be based on, but not limited to: BSFCS family continuity, impact on staff and instructional programs and physical plant considerations.

c) **Application Request Year.** The application request year is defined to be the Lottery year in which the applicant submits their initial Request for Enrollment and residency documentation. Lottery years run from the day following the last business day in February of the current calendar year to the last business day in February of the following calendar year. An applicant's Request for Enrollment form and residency documentation must be received at the BSFCS office no later than the close of business on the last business day in February to qualify for that year's Lottery. An applicant maintains their **initial** application request year as long as their Request for Enrollment form and residency documentation is updated annually.

2. **PLACEMENT NUMBER.** Following the Lottery, each applicant will receive a placement number within their respective selection category.

3. **CLASSIFICATION.** Each applicant to BSFCS participating in a Lottery is assigned:

- a) a grade level,
- b) a selection category,
- c) an application request year, and
- d) a placement number within the applicant's admission group.

## **E. APPLICANT SELECTION**

1. Admission groups will be admitted, by grade level, beginning with Selection Category 1 and continuing in sequential order through category 7.
2. Those applicants who participated in the Lottery process that were not selected for admission, will be placed on a waiting list reflective of their admission group.

3. An applicant's position on the waiting list for their respective admission group will be based on the placement number assigned to them during the Lottery process. Each admission group will have its own waiting list.
4. Applicants participate in only one Lottery. An applicant's position on their respective waiting list is maintained irrespective of subsequent Annual Public Admissions Lotteries. The applicant must maintain a current Request for Enrollment form and residency documentation with BSFCS.
5. Prior to the last business day in February, any applicant currently assigned to a waiting list will be notified by mail that a Request for Enrollment and updated residency documentation for the upcoming year must be completed by the last business day in February in order to maintain their current placement on the waiting list. **Should a Request for Enrollment and updated residency documentation for the upcoming school year not received by the close of business on the last business day in February, the applicant will forfeit current placement on the waiting list.**
6. If, after placement of all Lottery participants, openings become available in one or more grade levels, those openings will be filled based on the applicant's selection category and application date until capacity for each grade level is reached. The date the application is received at BSFCS will be considered the application date. Applicants admitted in this manner will be assigned a placement number one greater than the highest placement number belonging to a continuing student of the same grade level, selection category and application request year. (see Section D)

#### **F. CHANGES IN SELECTION GROUP STATUS**

An applicant's selection group may change due to any of the following:

1. **Enrollment in BSFCS.** Once an applicant is enrolled (defined as the student's first day of instruction) their selection category will be revised to selection category 1 in accordance with their new status.
2. **Changes in Residence.** The selection category will be revised for new applicants who have had a change of residence prior to enrollment that affects their selection category status. Applicants having a change of residence status will be reassigned a placement number one greater than the largest placement number belonging to a new applicant of the same grade level, selection category, and application request year. In cases of multiple applicants being reassigned to the same admission group, the applicants will be placed in order of their prior placement number.
3. **Changes in Sibling Status.** The selection category for applicants in categories 3, 6 and 7 whose sibling is enrolled into BSFCS, will be revised in the case whereby a sibling is enrolled following the Lottery process. Including, but not limited to the following example: Applicant in selection category 6 is enrolled, selection category of said applicant's sibling(s) will be revised to selection category 4.

Applicants having a change of selection category status due to a sibling being accepted will be reassigned a placement number one greater than the highest placement number belonging to an applicant of the same grade level, selection category, and application request year. In cases of multiple applicants being reassigned to the same admission group, the applicants will be placed in the order of their prior placement number.

#### **G. SPECIAL EDUCATION**

Applicants with special needs will have the same opportunity for enrollment at BSFCS as all other applicants.

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