



## **STUDENT ADMISSIONS POLICY AND PROCEDURES**

*Governing Law: Admission Requirements, if applicable-Education Code Section 47605(b)(5)(H)*

California Montessori Project (CMP) will admit all pupils who wish to attend the School up to capacity that allows for optimal learning environment and student support. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. CMP will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition. CMP will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state.

Pupils will be considered for admissions without regard to the characteristics listed in Section 220 (actual or perceived disability, gender, gender expression, gender identity, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

The application process is comprised of the following:

- Parent/guardian attendance at a school orientation meeting
- Completion of a student enrollment form
- Proof of Immunization
- Home Language Survey
- Completion of Emergency Medical Information Form
- Proof of minimum age requirements, e.g. birth certificate

Applications will be accepted during a publicly advertised open enrollment period each winter - spring for enrollment in the following school year. Following the open enrollment period each year applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the School will hold a public random drawing to determine enrollment for the impacted grade level, with the exception of existing students who are guaranteed enrollment in the following school year.<sup>1</sup>

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<sup>1</sup> Education Code Section 47605(d) states that all students in the state of California who wish to attend the School must be admitted, subject only to capacity. In the case that there are more applicants than space, 47605(d) mandates that enrollment be determined by public random drawing. However, Education Code Section 47605(d) states that in the case of a public random drawing, preference must be given to existing students of the school and to district

Enrollment preferences in the case of a public random drawing shall be allowed in the following order:

- 1) Children of staff<sup>2</sup>
- 2) Siblings<sup>3</sup> with Montessori experience of existing students or CMP graduates<sup>4</sup>
- 3) Siblings of existing students or CMP graduates
- 4) Inter-campus transfers
- 5) Children who have at least one-year prior Montessori experience (public or private)
- 6) District residents
- 7) All other applicants

A Wait List will be maintained through a public random drawing for students who were not randomly selected for enrollment due to capacity. Students who submit applications after open enrollment and subsequent to the public random drawing will be added to the Wait List and given weight according to the enrollment preferences. The Wait List will allow students the option of enrollment in the case of an opening during the school year.

In no circumstance will a Wait List carry over to the following school year.

Per our Charter petition, this policy will go into effect for the 2016-17 school year.

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residents. 47605(d) also states that other preferences in the lottery are also allowed if legal (i.e. non-discriminatory), and approved by the granting school district (presumably within the charter). In practice, the applications will be collected during an open enrollment period. If, in any grade level, there are more applications than available space, a public random drawing will be held in stages in the order of the preferences listed in the charter. Any application meeting more than one “preference” will be placed in the highest preference category for which they qualify.

<sup>2</sup> “Children of Staff” will be limited to children, wards or step-children of employees.

<sup>3</sup> “Siblings” for purposes of this document, will be defined as either 1) a brother or a sister (any person who shares at least one of the same parents); or 2) step-siblings or blood relatives living in the same household at least 50% of the time.

<sup>4</sup> “Graduate” for purposes of this document, will be limited to students who completed the 8<sup>th</sup> grade from CMP within a five-year band of the projected date of the applicant’s enrollment.