



Purpose: This policy is in place to address the process for handling admissions at Wake Preparatory 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 in North Carolina law.

Wake Preparatory Academy (WPA) is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, **WPA** 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.

No criteria for admission will be used except the completed application. The application may be completed online through our website (www.wakeprep.org) unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, current grade level, student's date of birth, the name of any siblings currently enrolled at the school, and a declaration of the student's residence in the state of North Carolina. All applications must be complete to be considered received. Applications will be time-stamped upon receipt.

Applications may be submitted during the open enrollment period, prior to the start of each school year. Open Enrollment will last no less than 30 days. Open enrollment dates for the upcoming school year will be posted on the school's website and the front office of the campus. At the close of the open enrollment period, a determination will be made if a lottery is necessary based on the number of applications received for each grade level. If the number of applications is less than or equal to the student capacity designated for a particular grade level, all applicants for that grade level will be offered enrollment pursuant to North Carolina General Statutes Chapter 115C Article 25 ([Link](#)).

If a lottery is needed, **WPA** will place all applications received during the open enrollment period into a lottery. Dates for the Open Enrollment Period shall be established and posted each year.

Grade Level for the Lottery Application

Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the student will be entered into the lottery for the next grade level. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level. 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 School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

Returning Students

Following the first year of operation, current students at School will not be required to re-enroll. They will be asked to sign a non-binding letter of intent for the coming year during the school year to allow the school to plan appropriately for the lottery.



Weighted Lottery

WPA's lottery shall be weighted toward children who are considered Economically Disadvantaged. The procedure for implementing a weighted lottery shall be up to 35% of the total student population.

Economically Disadvantaged Students: Economically Disadvantaged is defined as meeting the current year Federal Income Eligibility Guidelines.

Families will be offered the opportunity to have their application weighted in the lottery by completing an optional weighted lottery application form. The form will allow families to declare their eligibility per the current year Federal Income Eligibility Guidelines. This form will be clearly labeled as optional and will inform families that choosing not to provide the requested information will not negatively affect the student's application. The form will also include the statement: "No specific information from your weighted lottery application will be obtained beyond eligibility status, and the information will not be retained."

Families completing the optional form may be asked to give consent for WPA to verify their status as economically disadvantaged. Verification will be based upon current year Federal Income Eligibility Guidelines but will not take place until the student has been enrolled through selection in the weighted lottery.

WPA will conduct the weighted lottery in conjunction with the general lottery. Students who choose to submit the optional weighted lottery application form will be randomly selected to obtain a specified target of 35%. Once the specified target has been met, all remaining lottery entries will have equal weighting.

If a student is selected for enrollment through the weighted lottery, the family may be asked to provide supporting documentation of eligibility during the enrollment process. If a family is unable to provide the supporting documentation necessary to determine eligibility, school administration will contact them to offer assistance. If the family is still unable to provide the necessary documentation, the student will be placed on the general waiting list.

With each lottery, the School Director will work to identify the number of FRL seats available per grade level in order to balance students admitted across grade levels, total seats available, school resources and planned annual target.

Enrollment Priorities

Wake Preparatory Academy will follow all rules and regulations regarding enrollment priority as required by applicable North Carolina law.

The following groups will have enrollment priority at **Wake Preparatory Academy** in the order that follows as space permits in each grade:

1. Children and grandchildren of full-time employees of the charter school, of board members, and of persons employed by the education management company (may not exceed 15% of total school population.)



2. Siblings of currently enrolled students who were admitted to the charter school in the previous year.
3. Siblings who apply to the charter school for admission beginning in the same school year, such as when a sibling was not initially admitted due to grade level capacity.
4. A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both of the charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.
5. A student who was enrolled in the charter school in the previous two years, but left the school (i) to participate in an academic study abroad program or a competitive residential program or (ii) because of the vocational opportunities of the student's parent(s).
6. Students who were enrolled in another charter school in the prior year.

Bundled Policy for Siblings

All children in a family are "bundled" together under one unique lottery registration number but will only be registered to run in the lottery under the name and grade of the oldest child ("Primary Registrant"). When the "Primary Registrant" child is selected, they will be placed in their grade level based upon available space. If the grade level is full, they will be added to the grade level specific wait list. All siblings bundled on the registration form will be eligible for placement in their respective grade level immediately, as long as there is an opening. If there are no openings, they will be placed on the general wait list for the respective grade level. It is our intent to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

Multiple Birth Siblings

If multiple birth siblings apply to the school, they will be "bundled" together under one unique lottery registration number. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the waitlist under a bundled registration.

Lottery Procedures

- The lottery shall occur during an official meeting that shall be open to the public and subject to Article 33C of Chapter 143 of the General Statutes.
- An official third-party who does not have any connection to school employees, the Board, the EMO and the families of students shall attend and witness the lottery procedure.
- All applications shall be drawn during the lottery process and assigned an enrollment priority. Once all spaces for a specific grade level are full, a waitlist shall be created using the enrollment priority established during the lottery.
- Wait lists shall be operated on a grade-level basis to ensure the maximum number of students may be admitted to the school. This wait list will be used in the event that a spot opens, and the school chooses to fill the vacant position.



Lottery Results

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the wait list will be updated monthly to allow parents to determine their current place on the waitlist. Parents of students placed on the waitlist will not receive communication via email or mail as to their student's place on the waitlist. They will be asked to look at the waitlist information placed online to determine their spot on the waitlist.

Students Applying after the Open Enrollment Period

Applications received following the completion of the open enrollment period will be granted priority on a first-come, first-serve basis for the school year for which the lottery was operated. For grade levels where wait lists were established during the lottery process, late application will be appended to the end of the waitlist on a first-come, first-serve basis.

Enrollment

Students admitted on or before May 15 will have 7 calendar days from the date their acceptance email was sent to accept or decline enrollment and to turn in enrollment paperwork. If a student is admitted after July 15, they will have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the School Director may decline enrollment to the student and offer the spot to the next student on the waitlist. 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 and they will be placed on the waitlist in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence. A phone call will also be made to the parent notifying the parent of the student's acceptance and applicable deadlines for return of enrollment paperwork. Every effort will be made to communicate promptly with all accepted families.

School's Right to Refuse Enrollment

School 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. School 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, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.



Enrollment Forms

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

Lottery acceptance is dependent upon the student being within the state age guidelines of the grade specified and the student does not have any limiting factors for enrollment pursuant to North Carolina State Statute Chapter 115C Article 25 ([Link](#))

Handling of Errors

School Errors

If any mistake is made by School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of 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 (after 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 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 pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist 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

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in 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 may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.