

**THE PHILADELPHIA CHARTER SCHOOL FOR ARTS AND SCIENCES
AT H.R. EDMUNDS**

POLICY: ADMISSION OF STUDENTS

1. Purpose
 - 1.1 The Philadelphia Charter School for Arts and Sciences at H.R. Edmunds complies with all State and Federal laws that govern admission policies and procedures, and with the terms and conditions established by the School District of Philadelphia or its Board of Education pertaining to the school's charter, pursuant to the Charter School Law, 24 Pa.C.S.A. Section 17-1701-A, et seq.
2. Delegation of Responsibility
 - 2.1 The Board of Trustees of The Philadelphia Charter School for Arts and Sciences delegates the CEO to implement and oversee the admissions process.
3. Criteria for Admission and Enrollment
 - 3.1 All applicants for admission must, at the time of application and completion of the enrollment process, reside in the Charter School's catchment area or Attendance Zone, which may be found at:

https://webapps.philasd.org/school_finder/
 - 3.2 Any student who was enrolled in the Charter School in the School Computer Network ("SCN") on June 30, 2012 will be considered to be residing in the catchment area or Attendance Zone for the term of the Charter School's charter.
 - 3.3 Kindergarten students must be 5 years old on or before September 1st.
 - 3.4 The Philadelphia School Partnership Common Application through Apply Philly Charter at <https://applyphillycharter.org> is the exclusive means for The Philadelphia Charter School for Arts and Sciences to accept applications for admission.
 - 3.5 All required documents described in Section 10 also must be submitted to the Charter School in order to complete the enrollment process.
 - 3.6 Subject to any additional parameters set forth in Section 4, as long as an applicant meets the criteria for admission and submits all completed documents required for enrollment, references to "deadline" or "time period" in this policy are for planning and administrative purposes only, and do not affect any right to admission and/or enrollment under State or Federal law, the Charter School's charter or other directive of the School District of Philadelphia or its Board of Education.

3.7 There is no sibling preference for admission. The charter granted to The Philadelphia Charter School for Arts and Sciences does not permit admission to the Charter School for any reason other than residency in the catchment area or Attendance Zone, or as otherwise stated in the charter, which contains no preference for siblings. Also, because The Philadelphia Charter School for Arts and Sciences operates under a separate charter from Philadelphia Performing Arts: A String Theory Charter School, sibling preference there cannot be applied across the two charters.

4. Additional Parameters for Admission

4.1 Annual Enrollment Growth

The Philadelphia Charter School for Arts and Sciences adheres to the annual enrollment caps contained in its charter. Under no circumstances will the Charter School enroll more students or enroll students in different grades without approval by resolution of the School District of Philadelphia or its Board of Education.

4.2 The Charter School shall fill opening seats throughout the school year. When a seat becomes available at the Charter School, the Charter School shall fill such seat based on waiting list order by grade.

4.3 All students who apply to The Philadelphia Charter School for Arts and Sciences must meet the Charter School's reasonable requirements for admission. Act 22 of 1997 allows charter schools to establish "reasonable criteria" for admission and to independently develop internal policies and procedures for admission.

4.4 The Charter School will follow additional parameters for admission established by the School District of Philadelphia or its Board of Education.

5. Application

5.1 The Philadelphia School Partnership Common Application through Apply Philly Charter requires only the following:

(a) Student name, address, date of birth and/or age, gender, grade applying for, and current grade;

(b) Parent or legal guardian name, relationship to student, relationship to The Philadelphia Charter School for Arts and Sciences if applicable, and contact information;

(c) Sibling name(s), school and grade;

(d) Specific admissions criteria questions, if outlined in the school's charter.

5.2 Application Access

- (a) The Philadelphia School Partnership Common Application for admission to The Philadelphia Charter School for Arts and Sciences is available to all individuals and organizations, through Apply Philly Charter.
- (b) The application through Apply Philly Charter is available in English and multiple languages (Albanian, Arabic, Chinese (Simplified), French, Khmer, Russian, Spanish and Vietnamese).
- (c) The primary way to access and complete the Philadelphia School Partnership Common Application is online through the Apply Philly Charter website. Application (all languages) also can be completed over the phone by calling (800) 891-3999. As per the Memorandum of Understanding with Philadelphia School Partnership, The Philadelphia Charter School for Arts and Sciences will not accept paper applications. In the event that an applicant requests to submit an Application in person, The Philadelphia Charter School for Arts and Sciences will provide reasonable accommodations, which may include: (i) providing the applicant with access to a computer to submit the common application on the Apply Philly Charter website; (ii) providing the applicant with access to a landline to call Apply Philly Charter's toll-free number; or (iii) providing an applicant with a handout outlining instructions for how to submit the application via Apply Philly Charter.

5.3 Application Process

- (a) The application process involves submitting the application through Apply Philly Charter. No interview, school tour or attendance at an information session is required.
- (b) The application through Apply Philly Charter can be submitted through at least two (2) methods including, at a minimum, completing the application online or over the phone.
- (c) Availability of the application through Apply Philly Charter will be announced through at least three (3) public avenues (e.g. local newspapers, community flyers, bulletins, school websites) in all applicable languages.
- (d) Completed applications from students residing in the Attendance Zone are accepted on a rolling basis, on a first come, first serve basis.
- (e) Applicants who successfully complete and submit an application via Apply Philly Charter will receive a confirmation email of their submission. Additionally, applicants can review their completed applications by logging into their Apply Philly Charter accounts.

6. Notification of Application Outcomes

- 6.1 All applicants selected for admission will be notified in writing of their status via

email through the Apply Philly Charter system or by logging into their accounts.

- (a) On February 9, 2024, all applicants residing in the Charter School's Attendance Zone who are accepted based on a first-serve, first-come basis, will be notified in writing of their status via the Apply Philly Charter email system.
 - (b) On February 9, 2024, all applicants residing in the Charter School's Attendance Zone who submitted applications but who were not selected for admission, will be notified of their position on the school's waitlist in writing, via the Apply Philly Charter email system.
 - (c) Applications to the Charter School from applicants who live outside of the Attendance Zone will be marked as "Ineligible" due to the applicant's address residing outside the catchment area of The Philadelphia Charter School for Arts and Sciences. Starting on February 9, 2024, ineligible applicants are notified in writing, via the Apply Philly Charter email system, of their application status and the reason. The notification also provides the applicant with the catchment area or Attendance Zone in which the applicant resides. Additionally, when the applicant living outside the school's Attendance Zone applies to the school through Apply Philly Charter, the system does notify the applicant through a pop-up message that their address resides outside of the school's catchment area; but, the system still allows the applicant to complete an application submission after the pop-up message has been read.
 - (d) Additionally, starting on February 9, 2024, applicants are able to log-in to their Apply Philly Charter accounts to view their application results and see next steps. Posting of the admission results on Apply Philly Charter provides additional notification to applicants.
 - (e) To ensure that The Philadelphia Charter School for Arts and Sciences can contact prospective parents/guardians, it is the responsibility of parents/guardians to update The Philadelphia Charter School for Arts and Sciences with any changes in contact information.
 - (f) Applicants who are offered a seat will be given a deadline, as determined by Apply Philly Charter, to accept their seat offer by clicking "accept" in their Apply Philly Charter accounts. Applicants who are offered a seat may also call the Charter School for assistance in accepting the seat within Apply Philly Charter on their behalf. The Charter School has the ability to extend the deadline for an applicant to accept the seat offer.
 - (g) Accepted applicants will be required to submit enrollment paperwork to the Charter School by a reasonably determined deadline (minimum of four weeks) in accordance with The Philadelphia Charter School for Arts and Sciences' enrollment policy and charter.
- 6.2 The Philadelphia Charter School for Arts and Sciences will provide application outcomes to be uploaded to Apply Philly Charter upon the conclusion of the

common application window, as determined by Apply Philly Charter. After the application window has passed, the Charter School shall continue collecting applications and accepting students, or sorting applications on a waitlist, in the same manner as during the application window (i.e. on a first-come, first-serve basis).

- 6.3 Rolling application outcomes for applications submitted during the common application window for a subsequent school year will be posted and displayed on Apply Philly Charter for a period of four (4) weeks following the date the results are posted. Following the initial posting, the application outcomes will not be updated regardless of whether an applicant is offered admission from a Charter School's waitlist if a seat becomes available or if an applicant declines an offer.

7. Waitlist

- 7.1 If there are more applicants from the catchment area or Attendance Zone than seats available in any particular grade, then a waitlist is generated on a first-come, first-serve basis. The waitlist is managed by the Charter School's Admissions Office through Apply Philly Charter's solution.
- 7.2 When space becomes available in a grade, the next eligible applicant on the waitlist for residents from the Attendance Zone will be contacted, offered admission and given a deadline for compliance with the enrollment process.
- 7.3 Waitlists are valid for one (1) school year only, and are based on the current year applications. New waitlists are generated every year. If an applicant is not notified of acceptance, they MUST reapply for the next school year.

8. Classroom Caps

- 8.1 The Board and Administration have full discretion to establish the number of students admitted to each grade and the grades to which they are admitted. However, the Board and the Administration may not exceed the school's cap pursuant to the school's charter, unless authorized otherwise in writing by the School District of Philadelphia or its Board of Education. The Philadelphia Charter School for Arts and Sciences also will not request payment for more students beyond the school's cap without District approval by resolution.
- 8.2 When a student attempts to register at The Philadelphia Charter School for Arts and Sciences but is unable to enroll because the Charter School is at its maximum enrollment or there are school-implemented grade and space limitations, then a review of the student's placement on the waitlist and an explanation of waitlist procedures will be given to the student's Parent/Guardian. Additionally, a letter from The Philadelphia Charter School for Arts and Sciences -- signed by an admissions official and documenting the attempted registration, date of placement on the waitlist, and number on the waitlist -- will be given to Parent/Guardian to take to the Office of Student Enrollment and Placement at the School District of Philadelphia, for securing an appropriate alternative placement.

9. Registration Requirements

- 9.1 Following notification of acceptance, a registration notice is issued to Parents/Guardians of accepted students containing all information on registration requirements and deadlines, with a weblink and instructions for the registration portal for online registration. Completion of the requirements for registration and enrollment by an applicant's Parent/Guardian signifies their intent to have their student attend the Charter School for the 2024-2025 school year.
- 9.2 A student must successfully complete the grade prior to the grade to which they had applied. If at anytime during the application, registration and/or enrollment processes, up to and including the start of the school year, the student, for whatever reason, is unable to be officially assigned to the grade to which they had applied, but instead requires a different grade (based on official school records), the student's registration in the grade applied for may be affected. Unless there is immediate space available in the student's eligible grade, should official school records show that they did not successfully complete the grade prior to the grade to which they had applied, the student will be placed on the waitlist for their eligible grade.

10. Enrollment

10.1 Submission of Documents Necessary to Complete Enrollment

- (a) Completion of the enrollment process requires submission of proof of age, residency in the Charter School's catchment area or Attendance Zone, immunizations, Parent Registration Statement (Section 1304-A Sworn Statement), and home language survey. Enrollment materials may be submitted to the Charter School using a minimum of two (2) methods, such as in-person, via email, and via upload to a secure registration portal. The required enrollment documentation is described as follows:
- (i) Proof of the Student's Age - Acceptable documentation includes any one of the following: birth certificate; notarized copy of birth certificate; baptismal certificate or copy of the record of baptism -- notarized or duly certified and showing the date of birth; notarized statement from the parents or other relative indicating the date of birth; a valid passport; or a prior school record indicating the date of birth.
- (ii) Documents Establishing Residency in the Attendance Zone - Acceptable documentation includes a copy of one (1) of the following in the name of the parent or guardian:
- Deed of home ownership
 - Current lease to rent
 - Property tax bill or receipt
 - Vehicle registration

- Driver's license
- Department of Transportation identification card
- Current utility bill
- Current credit card bill
- IRS statement or other wage and tax statements e.g., W2, 1040, 1099
- Employer pay stub
- Bank statement
- Voter registration card
- Welfare card

The Philadelphia Charter School for Arts and Sciences will rely on the information provided above as proof of residency in the Attendance Zone and the student's eligibility to enroll at The Philadelphia Charter School for Arts and Sciences. Giving knowingly false, misleading, or inaccurate information is a crime. The Philadelphia Charter School for Arts and Sciences may refer any cases it suspects are knowingly false, misleading, or inaccurate for criminal investigation and prosecution.

- (iii) Immunizations Required by Law - Acceptable documentation includes: student's immunization record, written statement from prior school district or a medical office that the required immunizations have been administered or that a required series is being administered (red card - Pennsylvania Department of Health Medical Certificate and Medical Plan), or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to be sent. In order to be exempt from this requirement, a parent/guardian must submit a written statement objecting to one or more vaccines because of religious beliefs or moral or ethical conviction, or the student's physician must have signed a "Statement of Exemption to Immunization Law" form.
- (iv) Parent Registration Statement (Section 1304-A Sworn Statement) - As required by 24 P.S. Section 13-1304-A, during the enrollment process, but prior to admission to a charter school, a parent must provide the school with a sworn statement that their student has not been suspended or expelled for an Act 26 offense involving weapons, alcohol, drugs, infliction of injury, or violence on school property, including conviction or delinquent adjudication related to sexual assault.
- (v) Home Language Survey - All students seeking first time enrollment in a school shall be given a Home Language Survey in accordance with requirements of the United States Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

11. Additional Documentation Requested But Not Required for Enrollment

11.1 The Philadelphia Charter School for Arts and Sciences may request, but not require, additional documents during the enrollment process including, but not limited to:

- Picture identification
- Health or physical examination records
- Academic records (report cards or transcripts of grades)
- Standardized test records/achievement scores
- Attendance records
- Special education record (including but not limited to current IEP and most recent evaluation or reevaluation)
- Completed registration form

12. Re-registration of Currently Enrolled Students

12.1 Currently enrolled students must complete the re-registration form online in order to confirm their intention to return next school year. The re-registration process for currently enrolled students is required in order to update enrolled students' contact, health, and permission information, and used by Administration to determine number of available seats for the following school year; however, under no circumstances will a currently enrolled student lose their seat by not completing the re-registration process. A currently enrolled student will be dis-enrolled only if the parent/guardian submits an official withdrawal form.

13. Submission of Application Required for Withdrawn Student Residing in the Attendance Zone

13.1 A parent/guardian of a student who was withdrawn from The Philadelphia Charter School for Arts and Sciences, and who is desirous of the student being readmitted, must re-apply through the regular application process and continue to reside in the Attendance Zone when doing so. No preference is accorded to an applicant for being a previously enrolled student.

14. Parent/Guardian Responsibility for Documents for Incoming and Returning Students In Order to Complete Enrollment

14.1 Parents/guardians of incoming and current students must submit all required documentation by the required deadline to The Philadelphia Charter School for Arts and Sciences in order to complete the enrollment process.

14.2 Enrollment materials will be checked for completion, including all required signatures and proof(s) of residency within the Charter School's catchment area or Attendance Zone.

- 14.3 Parents/guardians of incoming students will be provided a minimum of four (4) weeks to submit their enrollment materials.
- 14.4 Failure to submit documentation required to complete enrollment specified in Section 10 may jeopardize a student's seat, which may be offered to the next student on the waitlist. As long as all documents required for enrollment in Section 10 have been submitted, failure to submit other documents that were requested but not required, though included in the registration forms, will not affect a student's enrollment.
15. Special Student Classifications for Education Entitlement
- 15.1 Resident Students and Court Orders or Custody Agreements - The Philadelphia Charter School for Arts and Sciences may require a parent/guardian to provide a custody or dependency order when the student is being enrolled at The Philadelphia Charter School for Arts and Sciences pursuant to the parent or guardian's reliance on a court order or custody agreement as the basis for enrollment. The Philadelphia Charter School for Arts and Sciences will not require a custody order or agreement as a condition of enrollment in any circumstances other than the circumstance specified above.
- 15.2 Students Living with a Resident Adult other than a Parent - When a student is living with an adult other than a parent, who is supporting the student without personal compensation (gratis), the student may attend the public schools of that adult's school district, provided that the resident submits an application and supplies the required enrollment information upon acceptance. In addition, before enrolling the student, The Philadelphia Charter School for Arts and Sciences requires the resident to file one (1) of the following:
- (a) A sworn and notarized statement from the resident of Philadelphia indicating that the signer is a resident of Philadelphia, that they are supporting the student without receiving personal compensation, that the student is living with the resident continuously and not just for the school year, and that the resident will accept all responsibilities relating to the student's schooling, or
- (b) Appropriate legal documentation to show dependency or guardianship, which may include a custody order. The Philadelphia Charter School for Arts and Sciences may require other information to be submitted by the resident to substantiate the sworn statement. The natural parent(s) or former guardian(s) of the student may not be required to provide information. Once the requested information is provided, The Philadelphia Charter School for Arts and Sciences will enroll the student and permit them to begin to attend school without delay, but in no case more than five (5) days, provided that space exists pursuant to the school's Admission Policy.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive or

adoptive support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student such as student support, will not be considered to be personal compensation or gain.

- 15.3 Foster Students - With respect to admissions, enrollment and provision of education and related services, The Philadelphia Charter School for Arts and Sciences will follow the Fostering Connections to Success and Increasing Adoptions Act and the Every Student Succeeds Act. The Philadelphia Charter School for Arts and Sciences will work collaboratively with the City of Philadelphia Department of Human Services (DHS) to promote educational stability for students in foster care, pursuant to a Memorandum of Understanding and Educational Stability Protocol and Transportation Plan.
- 15.4 Nonresident Students Living in Facilities or Institutions - A student who is living in a district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of students or adolescents, shall be admitted to that district's schools if living at or assigned to the facility or institution. If the school district or residence of a student living at or assigned to a facility or institution cannot be determined, but the student is determined to be a resident of the Commonwealth, the student shall be permitted to attend the public schools of the district. This includes a student placed by the student's resident parents or guardians at a facility or institution and subsequently abandoned or deserted.
- 15.5 Emancipated Minors - An emancipated minor is a student under the age of 21 who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse. The school district in which such student is living is their resident school district and the student may enroll at The Philadelphia Charter School for Arts and Sciences without any additional assistance from an adult.
- 15.6 Homeless Students - The Philadelphia Charter School for Arts and Sciences will ensure that each student of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other students and youth. Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of lack of housing. In the case of homeless students, traditional concepts of "residence" and "domicile" do not apply. Homeless students and homeless youth lack a fixed, regular, and adequate nighttime residence.

Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any student who is "not in the physical custody of a parent or guardian." Within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parents or guardians.

Homeless youth are entitled to immediate enrollments, if a space exists pursuant to the Admission Policy and their families are not required to prove residency regarding school enrollment. These students are considered residents of the district where they are presently residing, or continue their education in the district of prior attendance.

15.7 Pre-Adoptive and Adoptive Students - The Federal Adoption Assistance Program, among other things, provides for adoption assistance payments to encourage the placement of certain hard-to-place students with adoptive parents. Pennsylvania has adopted companion legislation, known as the Adoption Opportunities Act. Students living with pre-adoptive parents who are receiving adoption assistance subsidies, pre-adoptive foster payments, or other payments such as Supplemental Security Income (SSI) or Transitional Assistance for Needy Families (TANF), are entitled to attend school in the school district in which the pre-adoptive parents reside. Regardless of receipt of any of the above payments, students living in pre-adoptive situations are considered residents of the school district in which their pre-adoptive parents reside. Students living with adoptive parents are entitled to all free school privileges according to resident school students of the respective school district.

15.8 School-Age Students of Military Personnel - When Pennsylvania residents who are military personnel are deployed and their school age students are living with relatives or family friends in a school district for that period of time, the students are entitled to attend school in the school district in which they are residing.

16. Parent/Guardian Involvement and New Parent/Guardian Orientation

16.1 New Parent/Guardian Orientation – The Philadelphia Charter School for Arts and Sciences will host an orientation for new parents/guardians of all enrollees.

16.2 Parent/Guardian Involvement – The Philadelphia Charter School for Arts and Sciences recognizes the importance of parent/guardian and volunteer involvement in helping to improve the success of students. At the New Parent/Guardian Orientation, The Philadelphia Charter School for Arts and Sciences will outline guidelines for parent/guardian involvement and volunteer responsibilities to The Philadelphia Charter School for Arts and Sciences.

17. Accountability and Transparency

17.1 The Charter School's Admission and Enrollment policies and procedures will be submitted to the Charter School Office via Epicenter annually.

18. Transportation

18.1 All applicants and families who submitted applications shall be notified that School District transportation will be provided in accordance with the School District's Transportation Policy for any student requesting transportation.

19. Affirmation of Commitment to Equal Opportunity in Education and Equal Access of All Eligible Applicants to The Philadelphia Charter School for Arts and Sciences.
 - 19.1 The Philadelphia Charter School for Arts and Sciences affirms its commitment to the principle of equal opportunity in education. No student applying for or enrolled in the School will be denied opportunity for education or be subject to discrimination in any program or activity because of race, color, religion, national origin, sex, gender, age or disability.
 - 19.2 The Philadelphia Charter School for Arts and Sciences thus will not deny enrollment or admission on any basis otherwise illegal for a school district. Accordingly, no student who has been admitted to The Philadelphia Charter School for Arts and Sciences when not otherwise eligible will be allowed to remain on the rolls of The Philadelphia Charter School for Arts and Sciences, in order to ensure equal access of all eligible applicants to The Philadelphia Charter School for Arts and Sciences.
 - 19.3 The Philadelphia Charter School for Arts and Sciences will remove from its rolls any student whose residency information given to the school, for the purpose of enrollment, is determined to be false, in accordance with 24 P.S. Section 13-1302. The Philadelphia Charter School for Arts and Sciences also will seek prosecution and remedies as provided by this statute.
 - 19.4 The Philadelphia Charter School for Arts and Sciences will remove from its rolls any student for whom, for the purpose of enrollment, false or misleading information has been provided pertaining to suspension or expulsion for an Act 26 violation. Such a student has no entitlement to continued enrollment or reinstatement at their prior school district, but may be legally excluded from its rolls. Accordingly, The Philadelphia Charter School for Arts and Sciences also will remove the student from its rolls, consistent with the student's legal exclusion from their prior school district. Moreover, The Philadelphia Charter School for Arts and Sciences will seek prosecution as provided by 24 P.S. Section 13-1304-A(b) and 18 Pa.C.S.A. Section 4904.

NOTE: Knowing falsification of any legally required information that enabled a student to be successfully admitted and/or other documents required for enrollment including, but not limited to, proof of residency, will void the enrollment. It is the intent of The Philadelphia Charter School for Arts and Sciences to pursue prosecution of person(s) providing such false information to the fullest extent of the law in accordance with the Public School Code, 24 P.S. Section 1302(a), as follows:

- **Immediate removal from school after notice and an opportunity to appeal;**
- **A criminal penalty of a fine of up to \$300 and/or up to 240 hours of community service; and**
- **Any individuals involved in filing the false statement will be liable for tuition during the period of enrollment.**