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## Admissions

### 1 GENERAL ADMISSIONS POLICY

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The Board of Trustees of the Renaissance Academy Charter School (the “Charter School”) recognizes that all resident children in Pennsylvania qualify for admission to the Charter School. The Charter School will comply with the following general admissions policies:

The Charter School shall not discriminate in its admission policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.

No tests will be administered to students in order to determine eligibility for admission.

If more students apply to the Charter School than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the Charter School. The Charter School shall give preference in enrollment to siblings<sup>1</sup> of students presently enrolled in the Charter School, children of parents who have actively participated in the development of the charter school <sup>2</sup>, and students who reside in the Phoenixville Area School District (the “School District”). The procedures to implement this policy are provided below.

The Charter School will use an open enrollment plan to encourage all parents to consider enrolling their children. Any child who is qualified under the laws of Pennsylvania for admission to a public school is qualified for admission to the Charter School.

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<sup>1</sup> Defined as a currently enrolled child having at least one common parent

<sup>2</sup> Defined as members of the Board of Trustees, original founding members of the Charter School or professional staff and members of the administration of the Charter School having been employed at the Charter School continuously for at least three years prior to the date of the lottery.

## ENROLLMENT PROCEDURES

Admission Lottery Process: Applications for student slots must be submitted by a deadline that will be established and made known by the Charter School. The information that must be provided in the enrollment application is described below.

If more students submit applications than can be accommodated by the Charter School's capacity, a lottery will be held to enroll students on a specified date that will be made known to all applicants and their families and the public.

All students whose enrollment forms were filed by the enrollment deadline will be separated by grade. A lottery will only be held for a particular grade level if more applications are received than can be accommodated for that grade level. Priority for available spaces shall be:

1. Students who reside in the School District and who have at least one sibling currently enrolled in the Charter School.<sup>3</sup>
2. Students who do not reside in the School District but who have at least one sibling (defined as a child having at least one common parent) currently enrolled in the Charter School.
3. Students who reside in the School District and whose parents actively participated in the development of the Charter School.
4. Students who do not reside in the School District but whose parents actively participated in the development of the Charter School.<sup>4</sup>
5. Students who reside in the School District who do not fall into paragraphs 1 or 3.
6. Students who do not reside in the School District and who do not fall into paragraphs 2 or 4.

Students will be enrolled based on the above list until a priority level is reached that cannot be fully enrolled. A drawing of names will then be held until all open slots in each grade level are filled.

For example, suppose there are forty (40) spaces available in a grade level after all students who desire to re-enroll are accommodated. If there are seven (7) students who reside in the School District who have siblings currently enrolled in the Charter School, then they would all be admitted. If there are two (2) students who do not reside in the School District but who have siblings currently enrolled in the Charter School, then they would all be admitted. If there are two (2) students who reside in the School District whose parents actively participated in the development of the Charter School, they would both be admitted. If there is one (1) student who does not reside in the School District but whose parents actively participated in the development of the Charter School, they would be admitted. If there are thirty (30) students who reside in the School District that are neither children of parents who actively participated in the development of the Charter School or siblings of students currently enrolled at the Charter School, then a lottery would be held among those students to determine who will receive the

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<sup>3</sup> Defined as a currently enrolled child having at least one common parent (1. above)

<sup>4</sup> Defined as members of the Board of Trustees, original founding members of the Charter School or professional staff and members of the administration of the Charter School having been employed at the Charter School continuously for at least three years prior to the date of the lottery. (3. & 4. Above)

remaining twenty-eight (28) available spaces. No non-resident students would be admitted.

A waiting list will be maintained in order drawn by lot, if needed, for the admission of students at a grade level should space become available during the school year. Students whose applications are received after the deadline will be placed on the waiting list in the order that their applications are received. Preference will be given first to students related to the priority for enrollment listed above.

Within one week after the lottery has been held, a mailing will be sent to all applicants regardless of their status. This status letter will indicate either that the student has been enrolled or that the student has been placed on the waiting list and the student's place on the waiting list.

The lottery will be conducted at a public meeting and will be presided over by a member of the Board of Trustees or another Board designee for that purpose.

Each year, an open enrollment period will occur and a new waiting list will be established, if necessary. Students who are currently enrolled will maintain their slot for the following year so long as they provide notice of their intent to return by the deadline established by the Board.

Students who are on the waiting list for one school year that do not gain admission will need to reapply to seek admission for the following school year.

## **ENROLLMENT DOCUMENTATION**

The Charter School may require the following information be provided with a student's enrollment application:

Proof of the child's age: Acceptable documentation includes: any one of the following constitutes acceptable documentation: birth certificate, notarized copy of birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, notarized statement from the parents or another relative indicating the date of birth, a valid passport, a prior school record showing the date of birth.

Proof of immunizations required by law: Acceptable documentation includes: the child's immunization record, a written statement from the former school district or from a medical office that the immunizations have been administered or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow or documentation of legal exemptions from immunizations.

Proof of residency: acceptable documentation includes a deed, a lease, a current utility bill, a current credit card bill, a property tax bill, a vehicle registration, a driver's license, or a Department of Transportation identification card. The administration of the Charter School may require more than one of the above forms of documentation. Homeless youths may be entitled to immediate enrollment without being required to prove residency as provided in the McKinney Vento Act, 42 U.S.C. § 11431.

Parent Registration Statement – a sworn statement by the student's parent or legal guardian attesting to whether the student has been or is suspended or expelled for

offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property as required by 24 P.S. § 13- 1304-A.

If the above information is not required with the enrollment application, then it shall be obtained by the Charter School before the student is allowed to attend classes at the school.

Students and parents will not be asked to provide information as to whether the student receives or is thought to need special education services prior to enrollment in the Charter School. Once a student has been enrolled in the Charter School, the administration of the Charter School will request special education records, including any existing IEP, from both the student's parents and the previous school.

*To the extent that anything in this policy would be construed to conflict with applicable state and/or federal laws, the applicable state and/or federal laws control. This policy is not intended to conflict with charter requirements.*

24 P.S. §13- 1301 – §13- 1306