

## **ADMISSIONS AND ENROLLMENT POLICY**

KIPP Bay Area Schools (“KBAS”) operates free public schools that are open to all residents of the State of California. KBAS not discriminate on the basis of race, religion, gender, national origin or disability of students, parents or guardians, or any of the characteristics listed in Education Code Section 220. The goal of this policy is to attract, enroll and retain students who represent the rich diversity in each school’s surrounding community.

### ***I. Enrollment Process***

Each school advertises an open enrollment period within the school community so that all interested families may have an equal opportunity to apply for admission. The deadline for accepting applications may vary by school, and will be clearly stated on the application.

The process for enrollment proceeds as follows (not necessarily in the exact order provided):

- The school determines the number of returning students at each grade level
- The school determines the number of openings at each grade level based on enrollment targets set by KBAS
- The school actively recruits students throughout the community
- The school holds a public random drawing, if necessary
- The school notifies the families of the applicants who are accepted and rejected
- Non-accepted families will be placed on the waitlist in the order in which the applicants are drawn during the public random drawing
- Applications submitted after the deadline will be placed at the end of the wait list

### ***II. Admissions Requirements and Preferences***

Admissions requirements and preferences may vary by school, and are described in each school’s charter. If the number of pupils who wish to attend the school exceeds the school’s capacity, attendance (except for existing pupils of the school) is determined by a public random drawing according to the preferences stated in each school’s charter.

Siblings given preference in the public random drawing are defined as those who share a biological parent, legal guardian or primary caregiver. Residency within a district is determined by each district’s residency maps. Children of employees may be given preference if stated in the school’s charter.

### ***III. Public Random Drawing***

A public random drawing (i.e. lottery) is a random selection process by which applicants are admitted to the school. Each school conducts its own lottery for admission for the following academic year. In order to be part of the lottery, a family must complete the school’s application in full and submit it by the stated deadline. During the lottery, the pool of applicants will be randomized using a random sequence

generator (e.g. [www.random.org](http://www.random.org)) and will take into consideration any preferences assigned to applicants as stated in the school's charter. Applicants are admitted to the school in the order determined by the lottery until all available spaces are filled. Applicants who are not selected for admission will be placed on a wait list according to the order determined by the lottery. A neutral third-party witness will be present to verify the fairness of the lottery.

To the extent possible, KBAS will accommodate families with siblings applying at the same time and handles such applications in the following manner:

- Siblings applying at the same time to the same lottery grade (e.g. twins) will be entered as one application. Therefore, all siblings will be either admitted or placed on the waiting list together in the same spot.
- Students applying to a lottery grade with siblings applying at the same time to a non-lottery grade will be identified, but may not be given additional priority in the lottery (unless stated in the school's charter).
- Siblings applying at the same time to two separate lottery grades will be identified, but may not be given additional priority in the lottery (unless stated in the school's charter).

#### ***IV. Wait list***

Wait lists are maintained by each school, not by KBAS. An applicant may remain on the wait list for the school year to which they applied until the end of that school year. Once on the wait list, an applicant would remain in that position until he/she is offered a spot in the school or expresses no further interest. Applicants are contacted in the order of the wait list. If applicants from the wait list are offered a position, they must accept that position within the deadline stated by the school. All schools will make a reasonable attempt to contact applicants before the deadline. If the applicant declines admission or fails to respond, they may be removed from the wait list or placed at the bottom of the wait list. Wait lists are not maintained year over year for admissions purposes. For admission to subsequent school years, applicants on the wait list must reapply.

Schools within KBAS may recruit from each other's wait lists with permission from the school leader.

#### ***V. Transfers between KIPP schools***

Students may apply to more than one KIPP school in the Bay Area, so long as they adhere to each school's enrollment period and deadlines. Students admitted to one KIPP school may remain on the wait list for another KIPP school, and if admitted off the waitlist, will have the option to transfer. As a courtesy, the school leader at the school to which the student is transferring should notify the school leader at the school from which the student is departing.

Students may transfer between KIPP schools at any time if space is available. However, students

applying to a different school within KBAS may not be given additional priority in the lottery, unless stated in the school's charter.

#### ***VI. Exceptions to the lottery***

There may be rare instances when it is necessary to offer admission to a student independent of the wait list, such as when a student was assigned incorrect preferences during the lottery. For example, if an applicant was determined to be a sibling of a current student after the lottery and was incorrectly placed on the wait list, the school may offer that applicant admission directly without going in the order of the waitlist. All exceptions must be fully documented.

#### ***VII. Admissions testing***

KBAS does not consider previous academic or behavior records for admissions, nor does it conduct admissions testing. Any diagnostic/placement testing or transcript review shall be conducted after the student has been offered admission to the school. No student will be denied admission based on placement testing or transcript credits. The school has the discretion to offer admission to a different grade level than the one to which the student applied. In these circumstances, the final enrollment in each grade level may be higher than originally stated during the lottery.

#### ***VIII. Registration Requirements***

Parents/guardians of accepted students must attend a tour or information meeting as required by the school, as well as submit a signed receipt of the Family Handbook and Commitment to Excellence.

Furthermore, all applicants must submit the following registration documents:

- Indication of whether the student may require special education or related services, the student's home language and whether the student may be an English language learner
- Authorization for the school to request and receive student records from all schools the student has previously attended or is currently attending
- Proof of full immunization or exception from the requirement
- Proof of health examinations and oral examination required by the Health and Safety Code
- Proof of age
- Emergency Card
- Free/reduced lunch application
- Proof of residency
- KIPP Through College Consent Form (8<sup>th</sup> graders only)

#### ***IX. Leave of absence***

Students may take a leave of absence by completing a Leave of Absence Form and obtaining approval from the school leader. Students on a leave of absence need not re-apply to the school, but may be marked as "not enrolled" for attendance purposes.