



POLICY NO.	DESCRIPTION	EFFECTIVE DATE
S-001	STUDENT ADMISSIONS POLICY	02/25/2003 First revision 01/25/06 Second revision 01/25/06 Third revision 12/8/09 Fourth revision 1/2/15

**PURPOSE:** To outline the process by which students will be admitted to Voyager A Public Charter School (School).

**POLICY:**

- A. Enrollment maximum will be determined based off of Voyager's current facility's capacity, collectively bargained class sizes, current staffing allocations and other factors. Annually, the Board will determine and approve the enrollment maximum, based off of these factors .
- B. Applications to be included in the lottery will be accepted from mid January (date established by annual admission timeline) through 4:00 pm on the date prior to the lottery for the following school year.
- C. If there are slots available after the lottery date, applications will be accepted until the charter school enrollment count date (as established by law) or until those slots are filled, whichever comes first.
- D. Eligibility requirements: students must be at least age five by July 31<sup>st</sup> of the application year.
- E. Admission will be granted with the following preferences:
  - 1. Current Voyager students applying for the following school year will be "accepted".
  - 2. Siblings of currently enrolled students receive first preference on open slots (K-8). **Siblings include children within the household wherein the caretakers have legal guardianship.**
  - 3. Children of staff receive second preference on remaining open slots (K-8), not to exceed 10% of the total school population.
  - 4. If there are more applicants by the deadline than the remaining open slots (K-8) a lottery will be held. Students admitted by lottery, will automatically be given preference on open slots for eligible sibling applicants. Others will be placed on a waiting list.
- F. **Once a family has been notified that their child has been accepted, they have 15 days from acceptance offer in which to pay a non-refundable supply fee.** Payment of this fee will reserve the student slot for that child and be applied to the entire supply fee for the school year. Should payment not be received within 15 days, due to financial hardship, it is the responsibility of the parents to submit, in writing, for extended time to make the payment or a full payment waiver. Financial assistance may also be available through the Voyager PTSO.

- G. A student is considered "accepted" by the School when the non-refundable supply fee is received (within 15 days of acceptance notification) or financial obligations have been discussed with administration granting an extension, payment plans have been established and /or full payment waiver has been granted.
- H. Accepted student are required to attend the first day of school. In rare instances exceptions may be made by the Principal and/or his designee. If a child fails to attend by the end of the first full week of school without prior approval, the student slot will be forfeited and released to another student.

**DEFINITIONS:**

1. "Accepted" means that a space has been reserved or held in a particular class or learning team for a student.
2. "Count Date" is the date designated by the State Department of Education that is used to determine the official student enrollment count for the school year. The student enrollment count is used as a multiplier to determine the funding allocation for the School.
3. "Start Date" is the first day of school for students as published on the official school calendar. For students starting after the first day of school, the start date is the date that is agreed upon and approved by the School administration.

-----

(cut, sign & return to Front Office)

## **Acknowledgement of Admission Policy**

I, \_\_\_\_\_(parent name) of \_\_\_\_\_(student name) have received and read the Voyager PCS admissions policy. I further understand that my child will not be accepted or re-enrolled, if I choose to withdraw my child. I will be required to go through the same admissions process the following year, based on availability (open spots).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_