

## CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Student Admissions**

Policy No. **6.05**

### **RATIONALE:**

Connect Charter School admissions procedures adhere to the guidelines outlined in the charter school handbook and the school's charter document. A fair and equitable admission process is required due to high demand for admission to the school and a limited number of spaces being available.

**POLICY:** The Board of Connect Charter School will follow a set of admissions principles and procedures that are aligned with the requirements set forth in the school's charter document and that result in a fair, systematic and consistent system of admission.

### **PRINCIPLES:**

1. An important goal of the admissions procedures is to ensure there is an average of 25 students in each home room at September 30.
2. The Board values diversity among learners.
3. The school will work with parents to ensure a good fit between student learning needs and the school program. Refer to Policy 6.06 for further information on the placement of students with special needs.
4. The school recognizes the importance of keeping immediate families together.
5. The school believes in the benefit of mixed gender classes to enrich the educational experience of all students.
6. Under extraordinary circumstances, and in accordance with Board policies, administrative discretion may be used in the application of this policy.

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| First Reading | <u>Jan. 12, 2000</u> |
| Adopted       | <u>Mar. 8, 2000</u>  |
| Amended       | <u>Mar 6, 2007</u>   |
| Amended       | <u>Jan 10, 2009</u>  |
| Amended       | <u>Feb 17, 2009</u>  |
| Amended       | <u>Oct 16, 2012</u>  |
| Amended       | <u>Mar 17, 2015</u>  |

## PROCEDURES

### 1. Wait List

- a. Children may be added to the waitlist on or about September 15 of the year they enter kindergarten.
- b. There exist potential exemptions to point (a) above, including:
  - i. Siblings of current students (see procedure 4)
  - ii. Maintaining of the specified minimum gender ratio (see procedure 5)
- c. No more than 400 names will be kept on the wait list for grade 4.
- d. No more than one hundred names will be kept on each of the wait lists for grades 5 to 9.
- e. We will cease to accept names for the grade 4 wait list when the list reaches 400 names.
- f. In order to maintain an accurate wait list, names will be removed from the wait list for the following reasons:
  - i. a parent does not respond to the initial email invitation to attend the information session (see point 3a below).
  - ii. does not respond by March 15 to a follow up letter that would be mailed to the address on record.
  - iii. does not provide the requested documentation by the specified date (see point 2a below).
  - iv. a placement is offered and the parent chooses to decline the spot. The exception to this directive would be in the instance where school administration decides (in conjunction with parents) to delay the admission of a student to the school.

### 2. Admission Procedures

- a. Prior to admission, parents must provide the following:
  - The child's most recent report card and the final report card from the previous year;
  - Copies of any formal assessments completed within the past 3 years (i.e. – Psycho-educational, Occupational therapy, Speech-Language assessments);
  - An original, authentic writing sample completed by the child no more than 30 days before the specified date.
  - Parent questionnaire
- b. The student will be offered a spot in the school based on their placement on the wait list, as openings occur.
- c. In some circumstances further investigation will be conducted regarding the suitability of the Connect Charter School program for that student.

### 3. Parent Information Sessions

- a. To help parents make an informed decision, parent information sessions will be held in late January or early February, wherever possible.
  - b. Parents must attend the parent information session or make alternate arrangements with the admissions office in order to maintain their child's place on the waitlist, as described in procedure 1(f).
4. Siblings
- a. Siblings of existing Connect Charter School students will be moved ahead of non-siblings on the wait list. The order of the siblings on the wait list will be based on the date of first contact with the school.
5. Gender Ratio
- a. Where possible, the school will maintain a ratio of at least one girl for every two boys in each class.
  - b. Where the ratio in a class falls below the minimum specified ratio, girls will be admitted ahead of boys, based on their placement on the wait list.
6. Appeals Procedures
- a. Parents may appeal admissions decisions in accordance with Connect Charter School policy no. 2.01 – Appeals.