

Campus Community School

Admissions Policy and Lottery/Enrollment Procedures

1. An application must be submitted for any student wishing to enroll in Campus Community School. Applications may be submitted online, via a link on our website, or paper applications are available at the school. There must be one application submitted for each student who wishes to enroll.
2. An admission lottery will be held each year. CCS will adhere to the State mandated dates for lottery applications. Applications will be accepted starting the first Monday in November. The final day for applications, to be included in the lottery, will be the second Wednesday in January. All applications received during this time frame will be included in the lottery.
3. The lottery will be held between the second Wednesday in January and end of February. The date will be publically posted. CCS must notify all lottery applicants of their admission status by the last Friday in February. Any students offered admission, at this time, will have until the third Friday in March to accept the enrollment offer.
4. Each family or household submitting an application will be assigned a number by the Lottery officer. The Lottery team will use a bingo cage and bingo numbers to assign the ranking of the family numbers. The lottery officer will ensure that there are enough bingo numbers for all of the family numbers that are assigned. At the time of the public drawing, the lottery team will draw the bingo numbers from the bingo cage. The individual bingo numbers will then be given a lottery ranking number, in the order in which they were drawn. The assigned lottery number represents the family/household ranking in the lottery process. Children will be placed on a list for the grade for which they are applying based on the lottery number and preference hierarchy.
5. Openings will be filled based on the lottery rankings within the grade levels.
6. By the end of the 2nd trimester the school will send a notice to parents requesting that they state their intent to return for the following academic year. Each year the number of vacancies varies. Vacancies occur as parents notify the school their children will not be returning. Vacancies will be filled in accordance to the preference hierarchy. The number of vacancies will be determined by the administration.
7. In the event that the number of applications does not exceed the number of openings for a grade level, then a lottery will not need to be held for that grade level. All students applying within the grade level would be offered admittance.

8. Campus Community School admits students who are Delaware residents based on the Delaware Education Code Title 14, Chapter 5 governing Charter schools: *Prohibits discrimination in the admissions policy on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district that the child would otherwise attend in accordance with this code.*
9. Any student applying for Kindergarten must be 5 years of age by August 31 of the enrolling school year.
10. Delaware law allows for teacher and sibling preference in charter admissions. The preference hierarchy is:
 1. Child of a permanent full time employee
 2. Sibling of a currently enrolled student
 3. Sibling of a student who has applied and has been **accepted** for the same academic year.
 4. Any student applying that does not fall into the first 3 categories. (Category #3 will start as #4 until a sibling has been accepted.)

The sibling of any applicant enrolling under sibling preference must be enrolled in order for sibling preference to be in effect. Should the enrolled sibling withdraw from Campus Community, sibling preference will not be awarded to the applicant, and the applicant will be placed on the waiting list in order of number drawn.

The intent of the sibling preference law is to keep families together.

SIBLING by definition is a:

- Biological/adoptive sibling
 - Stepsiblings residing in the same household
 - Foster children residing within the same household
 - Stepsiblings living in a different households are not considered for a sibling preference
 - Alumnus of the school with a sibling applying for the following year does not qualify as a sibling for entrance preference
 - Same grade siblings will be treated as two separate students applying, rather than a single unit.
11. Once a child has been accepted, by returning the completed registration forms, the child will not be replaced by another child, regardless of the lottery ranking.

12. Parents/guardians will be contacted by phone and/or email, unless the parents have indicated in writing they would like mail notification. After reasonable efforts, inability to contact an applicant through information supplied on the enrollment application will be considered a withdrawal of the application. The school will then move to the next family/household on the lottery list.
13. If a student is not promoted and therefore will not be entering the grade level they applied for, a new application must be submitted for the correct grade level. The application will be considered as being received as of the new application date.
14. Any application received after the lottery closing date will be put on the waiting list. The waiting list will be ranked based on the date and time the application is received. Students on the waiting list will never have preference over a student included in the lottery process. If a student on the waiting list is accepted, a sibling of that student, also on the waiting list, will be moved up on the waiting list in the grade level in which they are applying.
15. Once a student is registered in Campus Community School, they do not need to re-apply each year.
16. Applications are only valid for one year. If a student is not admitted for the school year, a new application will need to be completed during the next open enrollment period.
17. The Head of School shall ensure the process is executed with fidelity and all policies and standard procedures are followed.