#### Community Day Charter Public School

#### Enrollment Policy

***Community Day Charter Public School – Prospect Campus***

***Community Day Charter Public School – Gateway Campus***

***Community Day Charter Public School – R. Kingman Webster Campus***

**Eligibility Criteria:**

* Community Day Charter Public Schools is committed to ensuring that all of their programs and facilities are accessible to all members of the public. We do not discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, religion, homelessness, athletic performance, special need, proficiency in the English language or in a foreign language or prior academic achievement when recruiting or admitting students.
* Starting in year 2022-23, the Community Day Charter Public School will enroll students in grades Kindergarten 1 (K1) through grade 8, with the full enrollment of 400 students at each campus – CDCPS-Prospect, CDCPS-Gateway, and CDCPS-R. Kingman Webster for a total enrollment of 1,200 students. CDCPS will not admit students in excess of the charter school’s approved maximum enrollment.
* Children must be residents of Massachusetts to apply, to enroll at, and to attend the school. Students must provide proof of residency upon offer of admission.

Two of the following documents are required to show proof of residency:

* A utility bill (not cell phone) dated within the past 60 days
* A deed, mortgage payment, or property tax bill dated within the past 60 days
* A current lease or Section 8 agreement
* A payroll stub or W-2 form dated within the past 60 days
* A bank or credit card statement dated within the past 60 days
* A letter from an approved government agency\* dated within the past 60 days

Residency documents must be pre-printed with the name and current address of the student’s parent/legal parent. Items cannot be from the same bullet.

\*Approved Government Agencies: Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security; any communications on Commonwealth of Massachusetts letterhead.

Any student who may be considered homeless is not prohibited from applying to or enrollment at Community Day Charter Public School. Students who may be considered homeless may apply regardless of documentation and may not be barred from attending due to a lack of required documentation. In order to receive preference for admission based on residency, however, students who may be considered homeless must provide documentation about their residency. Such preference will be based on the location of the student’s current or temporary residence. If the student’s current or temporary residence is located within Lawrence, they are entitled to receive a residential preference for admission. The location of a student’s permanent or prior residence does not provide a residential preference for admission. Applications from students who may be considered homeless will be handled on a case by case basis by the school’s homeless liaison to support the collection of proof of residency, if able.

* One application is available for prospective students to be considered for all Community Day Charter Public School campuses. Campus assignment is at the discretion of Community Day Charter Public School and may be based on sibling attendance, geographic proximity, student safety, or program delivery. Only one campus assignment will be made for applicants who receive an offer of admission.
* Children must be 4 years old on or before September 1 to be eligible for grade Kindergarten 1 (K1), and must be 5 years old on or before September 1 to be eligible for Kindergarten 2 (K2). Schools may request reasonable proof of age, such as birth certificates, passports or equivalent documents related to these requirements but may not require all students to provide a birth certificate. Proof of age is required for students entering Kindergarten 1 (K1), or Kindergarten 2 (K2).
* Students who have a sibling attending or applying to school must submit proof of sibling status to verify sibling priority when submitting the application and/or at the time an offer of admission is made.
* The school does not require potential students or their families to attend interviews or informational meetings as a condition of application or enrollment.

**Recruitment and Application Procedures:**

CDCPS will develop and implement a student recruitment and retention plan as outlined in G.L c. 71, § 89(f) and CMR 603 1.05(1), elements of which are described below.

CDCPS accepts students for admissions through a lottery process when there are fewer spaces than eligible applicants. The process is not integrated with that of the Lawrence Public School District.

All applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education, or are English language learners. Information regarding the availability of services can be found in the schools’ outreach materials, student handbook and on each school’s website.

Prior to the lottery, Community Day Charter Public School advertise through local media (English/Spanish/French), a mailing to students in the sending district, and by leafleting (English/Spanish/French) in the community.

The school will give reasonable public notice, of at least one month, of all application deadlines. CDCPS will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1, and shall conclude its principal enrollment process no later than March 15 of each year. 603 CMR 1.05(3)(c).

* Advertisements can be found in a range of media, including the CDCPS websites and other local media.
* Applications are available on the school website and hard copies can be made available upon request. Please reach out to the school for more information.

CDCPS does not administer tests to potential applicants, nor do we consider the results of any tests of ability or achievement in the application or enrollment process. The school does not use charge an application fee for admission or financial incentives to recruit students. All information requested in the application, including information regarding special needs, language spoken in the home, and race/ethnicity, is not intended and will not be used to discriminate.

CDCPS may retract or rescind offers of admission, unenroll students, or terminate the enrollment of currently attending students in the case of falsified statements or documents or ineligibility (such as minimum age requirements for kindergarten admission or not residing in Massachusetts).

Students who receive an offer of admission must begin attending the school, in accordance with the school’s attendance policy, within 10 days of their anticipated start date (e.g., the first day of school). Failure to attend the school in accordance with the school’s attendance policy will result in the student being considered to have declined their offer of admission. CDCPS will unenroll the student and the student must reapply again for admission in a future application cycle if they wish to be considered again for enrollment.

CDCPS accepts applications for enrollment for all grades, Kindergarten 1 (K1)-grade 8. After the application deadline passes, CDCPS will process all applications submitted prior to the application deadline, and identify which applicants will receive a preference for admission to CDCPS according to 603 CMR 1.06(4):

* Siblings\* – Students who share a common parent, either biologically or legally through adoption. Marriage does not constitute legal parenthood, and step children not legally adopted are not siblings. Whether the children reside in the same household has no bearing on determining if the children are siblings for purposes of a sibling preference. Children who live in separate households may be siblings and those who live in the same household may not be. If siblings are placed in foster homes and one of them enrolls in the charter school, then the siblings of that student are entitled to admission preference. Foster children are not considered siblings of other children in the foster home unless they share a common parent.
* Residents – Students who live in Lawrence.
* Non-residents – Students who live outside Lawrence, but within Massachusetts.

**Lottery:**

Each year, prior to the lottery, the school will determine the number of spaces available by grade level and by campus. Community Day Charter Public School lottery is open to the public and conducted yearly by March 15. The application deadline will not be earlier than January 1. The lottery is conducted publicly at 190 Hampshire Street in Lawrence, MA. Reasonable public notice is given at least one week prior to the enrollment lottery. Eligible applicants who submit an application prior to the application deadline will be included in the lottery. By submitting this application, submitted online is preferred, parents/legal guardians are confirming that all of the information provided is true to the best of their knowledge and understand that admission may be revoked if any information provided is inaccurate. This policy will be provided in the parent/guardian’s native language. Applications will not be accepted after the application deadline and it is the responsibility of the parent/guardian to ensure that all applications are submitted correctly and prior to the application deadline.

The CDCPS lottery is conducted electronically and a neutral party shall certify that the process is fair and the selection is random. The electronically generated lottery corresponds to the identification number of each applicant. The parent or guardian of each applicant will receive their child’s identification number in advance of the drawing to ensure the transparency and fairness of the process.

Prior to the start of the lottery, the number of openings, if any, in each grade and campus are announced. CDCPS will include all the applications of eligible applicants submitted prior to the application deadline in each grade’s lottery in order to generate the initial random lottery order. After the initial random lottery order is establish, preferences for admission will then be applied. Preference for admission is given first to “Sibling” applicants, followed by “Resident” applicants, and then by “Non-Resident” applicants without regard to when their application was submitted as long as it was prior to the application deadline. Applicants not being offered a slot will be added to the waitlist based on the initial random lottery order determined electronically, while taking into account preference for admission. CDCPS will assign students to a particular campus based on available slots per a neutral party. CDCPS will admit students to each campus according to:

1. Preference for admission stated above (siblings, residents, and non-residents)
2. The order by which their names are pulled in the lottery

All other applicants will be placed on the district-wide grade-level waitlist. Waitlists for individual campuses will not be maintained.

* Requests for transfers between campuses by admitted and enrolled students must be made in accordance with the school’s transfer policy.
* If a student’s enrollment would cause the sending district to exceed their tuition cap, the student will not be offered admission but will remain on the waiting list. If the student is a sibling of a student currently in attendance at CDCPS, the child will be offered admission and the state will pay the child’s tuition, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).
* If the principal enrollment process fails to fill the available admission spaces, the school may repeat the process more than once providing such process is fair and open and that the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8).
* CDCPS does not typically hold additional lotteries. Any subsequent lottery that is held will adhere to public notification requirements and follow the enrollment processes described above.

Students who have been offered admission are notified electronically and by mail of their status following the lottery and have one week from the letter date to accept or decline the offer. Once an offer of admission is accepted, students and families are invited to attend an optional informational interview. This interview will not be designed, intended or used to discriminate. Potential students or their families are not required to attend the interview or any other informational meeting as a condition of enrollment.

**Waiting List:**

The order of the waiting list may change over the course of the year. These changes may be due to events such as declining an offer, changes in sibling status, or changes of address.

* All applicants not selected in an enrollment lottery are placed on a waiting list in the order the names were selected while also taking into account sibling and resident preference.
* If a student stops attending the charter school or declines admission, the next available student on the waiting list for that grade, taking into account the current status of enrollment preferences, will be offered admission until the vacant seat is filled.
* As spaces become available in the grades that the school is required and likely to backfill during the school year and the school does not currently maintain a waitlist for any of those grades, the school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8).
* No student may be admitted ahead of other eligible students who were previously placed on the waiting list during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b).603 CMR 1.05(8).
* When an opening is available, parents are notified by phone and by mail and given a one-week deadline to respond. If they do not respond by the deadline or decline an offer of admission, CDCPS moves to the next person on the waiting list.
* A student who has declined an offer of admission releases claim to the opening; such student would need to reapply for admission in another year should they later want to be eligible for admission. Students who have withdrawn from the school would also need to reapply for admission.
* CDCPS does not maintain the waitlist from year to year. Student names on the waitlist are kept only for the school year for which the student applied.
* In conformance with G.L. c. 71, § 89, if a student in the first half of grades offered stops attending CDCPS, for any reason, the schools will attempt to fill the vacant slot until February 15. If vacancies in the first half of grades offered remain after February 15, CDCPS may fill such vacancy up until the end of the school year, or the vacancy will move to the subsequent grade, and will be filled the following September in accordance with the projections laid out in our growth plan described below to reach the maximum student capacity. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt from this provision. 603 CMR 1.05(10)(c). See our growth plan projections for more information on the grades the school is required to backfill or will likely backfill in conformance with G.L. c. 71 § 89.
* Parents/guardians are welcome to call for an update on their waiting list status at any time.
* CDCPS will keep accurate records of the waiting list information, including the names (first, middle, last), dates of birth, cities or towns of residence, home addresses, telephone numbers, and grade levels of students who entered the lottery but whose names were not chosen for admission.

**Release of Student Information:**

In conformance with M.G.L. c. 71, § 89 (g) and (n), CDCPS will submit the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission to the Department of Elementary and Secondary Education.

Upon request of a child’s sending district, CDCPS must release the names and addresses of students enrolled in the charter school to a third party mailing house, unless the parent or eligible student requests that the school withhold their child’s information. Parents will be given the option to consent or deny disclosure of student information in this manner on the application. CDCPS will not share student information unless required to do so by law.

**Anticipated Enrollment:**

As described in the chart below, two K1 classes will be added to CDCPS each year, with the full enrollment of 400 students in grades K1-8 for each campus – CDCPS-Prospect, CDCPS-Gateway, and CDCPS-R. Kingman Webster for a total student enrollment of 1,200 for the district.

CDCPS-Prospect, CDCPS-Gateway, and CDCPS-R. Kingman Webster

*Anticipated Enrollment*



CDCPS will establish which grades above the required grades are backfilled on a year-by-year basis, determined by the cohort size (i.e., if enrollment in a grade was lower than anticipated, the determined number of seats may be backfilled exceeding the statutory grade requirement). These vacancies will be filled at the start of the school year and not in the months of October to June. For waitlisted students in the likely to backfill or may backfill categories, waitlists will expire on Oct. 1 of that year.

The total number of students attending a charter school in a given school year cannot exceed the total number of students in the school’s pre-enrollment report submitted to the Department in the previous spring in accordance with 603 CMR 1.08(5) and the total number of students specified in the growth plan in the school’s charter.