

**NOVATO CHARTER SCHOOL  
ENROLLMENT POLICY**

**I. PURPOSE**

To define application and admission procedures for enrollment at Novato Charter School

**II. AUTHORITY**

Novato Charter School Charter (NCS)

**III. BACKGROUND**

NCS may develop and adopt its own procedures for student enrollment consistent with Education Code Section 47605 et.seq.

**IV. DEFINITIONS**

- A. **Lottery** means the procedure by which applicants' names are randomly selected to determine enrollment in the school in grades that have more applicants than capacity. The lottery also determines placement on an admissions wait list, once impacted grade levels are full.
- B. **Priority category** means the assignment of admission priority based on criteria defined by the Board of Directors.
- C. **Rank** means the position of an applicant within a priority category.
- D. **Order** means the sequence in which applicants are distributed within a priority category.
- E. **Capacity** is defined as the maximum possible number of students that can be enrolled in a single grade as established by the Board guided by the recommendations of the Director. When considering grade-level capacity, the Director and Board shall, at a minimum, take into consideration the following: number of returning students and their educational needs, physical constraints of the facility, Academic Program, and fiscal viability.
- F. **Grade level placement** means the age parameters that determine in what grade a specific student can enroll. It is determined by birth dates indicated in the NCS Charter and as described below. Exception to grade level placement may be made by the Board, with Director recommendation as determined by pupil assessment.

**V. POLICY**

- A. All students who reside in the state of California are eligible for admission to the Novato Charter School.
- B. This enrollment policy is guided by the goal of the Novato Charter School to provide quality alternative educational service to its students.

**VI. APPLICATION PROCEDURE**

Parents of prospective students:

- 1. Are strongly encouraged to attend a school tour prior to the lottery date, and to carefully consider the School and Family Partnership Agreement before applying.
- 2. Must complete and submit an application by the established deadline. Applications received after the established deadline will be placed at the bottom of the wait list, in the order in which they were received.

**VII. LOTTERY PROCEDURE**

If there are more applications than spaces available in any grade level, NCS will hold a public, random lottery. All applications shall be separated by grade level and enrollment priority is as follows:

- 1. Existing students at NCS
- 2. Children of NCS employees<sup>1</sup>
- 3. Siblings of currently enrolled NCS students<sup>2 3</sup>.
- 4. New applicants residing in the NUSD<sup>4</sup>.
- 5. New applicants residing outside of the NUSD.

---

<sup>1</sup> If there are more employee applicants than available spots in one specific grade, the order of admission will be established through the lottery process. This category applies to NCS full-time employees who gain this priority preference upon hire. All other employees qualify for this preference after one full year of employment prior to the school year in which they are seeking enrollment of a child. An employee loses this preference upon termination.

<sup>2</sup> Sibling priority for the applicant becomes effective at the lottery after the enrollment of the first child. If there are more sibling applicants than available spots in one specific grade, the order of admission will be established through the lottery process. Siblings on the prior-year wait list will keep their rank and not be subject to the lottery process.

<sup>3</sup> Sibling priority category will be carried-over from year-to-year only in the case that the initial application was presented to the school while the sibling was still enrolled.

<sup>4</sup> Applicants in this category must reside in the School District before the enrollment lottery. Acceptable proofs of residence include: Utility bill (current bill within 30 days), Homeowner's or renter's insurance policy, Lease agreement, Current property tax bill from County Tax Collector's Office, Official letter or form from a social services or government agency (current within 30 days), Valid California Driver's License, Current bank statement with proof of address, Paycheck from employer on official letterhead with proof of address. Proof of residency is not required for homeless youth).

**VIII. GRADE LEVEL PLACEMENT (Minimum Age)**

NCS follows a developmental approach and therefore has different requirements for minimum age in each grade level. Concerns about grade level placement, must be indicated in written form and attached to a student’s application. Grades are determined by the ages and dates listed below.

Kindergarten A/Transitional	Must turn 5 years of age between June 2 <sup>nd</sup> and December 2 <sup>nd</sup> of the year in which the applicant is seeking enrollment
Kindergarten B	5 years or older by June 1st, prior to the school year for which the applicant is seeking enrollment
First Grade	6 years or older by June 1 prior
Second Grade	7 years or older by June 1 prior
Third Grade	8 years or older by June 1 prior
Fourth Grade	9 years or older by June 1 prior
Fifth Grade	10 years or older by June 1 prior
Sixth Grade	11 years or older by June 1 prior
Seventh Grade	12 years or older by June 1 prior
Eighth Grade	13 years or older by June 1 prior

**IX. KINDERGARTEN PLACEMENT**

Kindergarten is divided by age criteria into K-A/Transitional and K-B (older). Each year, at the sole discretion of the Director, KA spots could be limited to ensure space availability for siblings of currently enrolled students or new enrollees entering the second year Kindergarten class (K-B).

**X. SEVENTH & EIGHTH GRADE ENROLLMENT**

Due to the unique nature of the school’s curriculum, seventh and eighth grade enrollment is only available if approved by the Director.

**XI. ENROLLMENT PROCEDURE**

- A. When an opening occurs applicants will be notified via telephone in order of wait-list rank, to determine their interest, and complete the enrollment process. After direct contact has been made, applicants will be given one (1) business day to respond. Should they fail to accept or fail to respond, NCS will offer the opening to the next in rank. Completing the enrollment procedure includes a family conference (all grades), and an orientation (kindergarten only).
- B. NCS has the right to refuse admission to any child whose birth date falls outside of the age requirements in each grade level.

**Enrollment Policy approved by the NCS Board on May 11, 2016**

- C. All steps in the application process must be completed every year for admission consideration.
- D. Any information that is misrepresented on the Application for Admission could invalidate eligibility for enrollment in the Novato Charter School.

**XII. AUTHORITY OF DIRECTOR**

The Director shall have the authority to use his or her best judgment or seek Board input on matters related to admission that are not covered under this policy.