

Belmont Charter School

Admission and Enrollment Policy

Belmont Charter School is committed to enrolling a diverse student population and shall abide by all State and Federal provisions forbidding discrimination on the basis of race, national origin, gender, marital status, religion, ethnicity, or disability.

Belmont Charter School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender and may give enrollment preference to specific populations as noted in State and Federal law.

Families interested in enrolling a student at Belmont Charter School will be required to adhere to the following procedures:

Grades K-5: As a catchment area school for these grades, admission preference is given to students who reside in the defined Belmont catchment area. Applicants must be 5 years old by September 1st to enroll in Belmont Charter School's Kindergarten program. Applicants can obtain an Enrollment Packet from the front office of Belmont Charter School (907 North 41st Street for Kindergarten; 4030 Brown Street for 1st – 5th grade) or can request the documents to be mailed home. Once the enrollment packet is completed, it can be submitted via mail or in person during school hours.

Grades 6-8: As outlined in Belmont Charter School's charter document, no new students are accepted for enrollment into the 6th, 7th, or 8th grade unless the applicant is a sibling of a currently enrolled student and living in the catchment area. If this applies, the applicant must follow the same enrollment procedures outlined above for Grades K-5.

Grades 9-10: Belmont Charter School students who wish to continue their education as part of the Belmont Charter School High School (9th and 10th grades) are given preference to transition into 9th grade. All interested families citywide can apply to Belmont Charter high school online at www.belmontcharternetwork.org or by submitting a non-discriminatory application requiring basic information: student name, birthdate, contact information and last grade completed via fax or mail. Applications will be made available at 1301 Belmont Avenue Philadelphia, PA 19104 and online through the school website. Additional applications may be made available through community events, information sessions, and other means provided that availability does not discriminate against any parent, student or family in any way. Applications are available in English and Spanish but can be translated into any language upon request. Upon submission of an application, all information will be reviewed for attendance eligibility. Addresses will be verified to ensure all applicants are residents of Philadelphia. At each phase of the admissions process, the appropriate correspondence will be generated and communicated to each applicant. The process will be closely monitored to determine the need for a lottery or waitlist, which will be required if there are more applicants than available seats at the end of the open enrollment period.

All applications will be date and time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of the program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment, placed on a numerical waiting list, or placed back into the applicant pool. The lottery will be randomly generated. If an applicant is selected in the lottery, the parent or guardian of the applicant will be offered a seat no later than seven (7) days after the date of the lottery. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list. All post-deadline applicants will be added to the waitlist in the order in which they are received. Enrollment offers will be extended as seats become available.

Note: The drawing of the name of an applicant will be deemed the drawing of the name of the applicant's siblings participating in the lottery for the same grade or a lower grade, as long as there are spaces available in the sibling's respective grade. If space is unavailable, they will be entitled to the next available place on the waitlist. Belmont Charter School defines sibling as one of two or more individuals having one common parent.

For the 2018-2019 school year the enrollment window is open from October 1st, 2017 – January 31st, 2018. The lottery will be held on February 14th, 2018. Enrollment forms submitted after January 31st will be added to the post-lottery waiting list. The waitlist will follow preference criteria and will reset annually. All students who are notified of admission will have fourteen (14) days to return a completed enrollment packet. Students who do not choose to enroll prior to December 1, 2017 will forfeit their preference eligibility and be required participate in the city-wide enrollment.

Enrollment Packet

All accepted students in Grades K-10 will be required to submit a completed enrollment packet. For those accepted through the lottery process in Grades 9-10, the packet must be submitted within fourteen (14) days to formally accept their seat. The enrollment packet is available in English and Spanish but upon request can be translated into any language. The following forms are required for enrollment - Parent Registration Statement, Home Language Survey, proof of child's age, immunization record, and proof of residency.

Proof of age includes:

- Birth Certificate
- Notarized copy of birth certificate
- Child's valid passport
- Original baptismal certificate indicating date of birth
- Notarized copy of baptismal record indicating date of birth
- Prior school record indicating date of birth
- Notarized statement from parent or relative indicating child's date of birth

Proof of residency includes:

- Lease
- Deed
- Residency affidavit
- Two utility bills in legal guardian's name

Admitted students will forfeit their right to enroll if such submission is incomplete.

Any student who withdraws or is removed from admission or enrollment will not be entitled to reinstatement of a prior situation. But, they will still retain the right to reapply for a later school year or assume a place on the waitlist in the same manner as a late applicant.

Lottery Rules and Procedures – (9th and 10th Grade)

1. For the purposes of the following rules, the following terms are defined as follows:
 - a. All references to dates are defined to mean CLOSE OF BUSINESS on the date indicated.
 - b. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names have been exhausted.
2. All applicants without preference will participate in the lottery.
3. Only applications received prior to the end of the admissions deadline are eligible to participate in the initial lottery.
4. All applicants offered a seat shall be required to respond to the offer within fourteen (14) days.
5. A lottery shall be conducted by a school to include all grades or preference categories in which the number of applicants exceeds the number of expected seats available.
6. If the number of applicants is less than the number of anticipated seats available for a specific grade, then no public lottery shall be conducted for that grade.
7. All offers of enrollment shall be made in the order of lottery results.

Preferences

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive a placement shall be identified prior to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without preference status.
4. Preferences extended to applicants differ by school.

Preferences – Belmont Charter School (K-8th Grade)

The school will give preference to the following applicants, in order of priority:

- Siblings of enrolled students
- Children of direct INQUIRY Charter School and Belmont Charter School employees
- Students living in Philadelphia

Preferences – Belmont Charter High School (9th and 10th Grade)

The school will give preference to the following applicants, in order of priority:

- Graduates of Belmont Charter School
- Siblings of enrolled students
- Children of direct INQUIRY Charter School and Belmont Charter School employees
- Students living in Philadelphia

Withdrawals and Transfers

Belmont Charter School will comply with all provisions outlined in the Public School Code for withdrawing students without penalty. Students who intend to withdraw or exit will need to provide notice of intent to withdraw, which will require parental approval if they are under 17 years of age.

Belmont Charter School will agree to withdraw a student if they intend to transfer and enroll in another school and have obtained approval pursuant with the rules and regulations of that school system. Student records will be released when all paperwork is complete.

Students who fail to comply with the code of conduct may not be administratively withdrawn. If a student commits an expellable offense, as outlined in the student handbook, school administration may expel the student only after due process has been afforded to the student and the Board of Directors has determined that expulsion is the appropriate consequence. Belmont Charter School will notify the school district within three (3) business days of any action expelling or withdrawing a student.

Re-enrollment – (9th and 10th Grade)

Students will be required to submit a re-enrollment form indicating their intent to return for the following school year prior to March 10th. Students who fail to re-enroll during this period will not be guaranteed a seat and will be considered a new applicant, subject to all policies governing the general admissions process.

Students who withdraw or transfer in the middle of the year will not be eligible for re-enrollment except through the general enrollment process.