

## BELMONT CHARTER SCHOOL

*Growth. Respect. Responsibility.*

### Admissions and Enrollment Policy 2020-2021

#### Grades K-12

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. Per the conditions outlined in its charter document and pursuant to State and Federal Laws, Belmont Charter School gives admissions preferences to the following populations (in order of preference):

- 1) Sibling Preference (given only when the sibling is currently enrolled in Belmont Charter School Grades K-11. Sibling is defined as one or two or more individuals sharing one common parent.)
- 2) Founder/Staff Preference
- 3) Resident of the Belmont Attendance Catchment Area/New students from the People's Emergency Center (PEC)
- 4) Students not in attendance area and not from PEC

The application window for enrollment in the 2020-2021 school year will open on **September 20, 2019** and will close on **January 27, 2020**. Should more applications be received than slots available, an admissions lottery will be held on **February 5, 2020** at 4030 Brown Street, Philadelphia PA 19104. Applicants must be five (5) years old by September 1<sup>st</sup> 2020 to qualify for enrollment in Belmont Charter School's Kindergarten program.

All students who are notified of admission will have fourteen (14) days to return a completed enrollment packet. Once all slots are filled, additional applicants will be placed on a waitlist by grade and admitted on a rolling basis as seats become available. The waitlist will follow the preferences listed above and will reset annually. Each student will receive documentation of their attempted enrollment, date of their placement on the waiting list, and their number on the waiting list.

Applicants can obtain an Enrollment Packet from the front office of Belmont Charter School (907 North 41<sup>st</sup> Street for Kindergarten; 4030 Brown Street for 1<sup>st</sup> – 8<sup>th</sup> grade; and 1301 Belmont Avenue for 9<sup>th</sup>-12<sup>th</sup> grade) or can request the documents to be mailed home. Additionally, the enrollment packets can be found in both English and Spanish online at [www.belmontcharternetwork.org](http://www.belmontcharternetwork.org). The enrollment packet asks for helpful student information and contains the following five required documents:

- Parent Registration Statement
- Home Language Survey
- Proof of Child's Age
- Immunization Record
- Proof of Residency

Proof of residency is established by submitting one of the following documents: lease, deed, residency affidavit, or two utility bills. Once residency is verified, the applicant and his/her legal guardian(s) must also submit the student's immunization records and proof of age. 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

Once the enrollment packet is completed, it can be submitted via mail or in person during school hours. The enrollment packet is available in English and Spanish but upon request can be translated into any language.

After the five required documents have been received – Parent Registration Statement, Home Language Survey, proof of child's age, immunization record, and proof of residency – a student is officially enrolled in Belmont Charter School.