

Admissions and Enrollment Policy 2023-2024

A. Applying for Admission

- 1. K-8 Enrollment Seats:** Families applying for K-8 enrollment seats can obtain and submit an application for admission online at ApplyPhillyCharter.org or apply via the Apply Philly Charter toll-free number, 1-800-891-3999. Families are welcome to visit the School for assistance, and families will be provided with information on how to apply and, subject to availability, a computer or tablet to access ApplyPhillyCharter.org. The online application is available for translation upon request. The toll-free number has customer service representatives who can assist families in multiple languages and includes after-hours support. Belmont Charter School will provide reasonable accommodations in the event that an individual requests to submit an application in person. Paper applications are not available for K-8 enrollment seats and Belmont Charter School will not accept or enroll any K-8 applicant whose application is not recorded through the Apply Philly Charter system. The application process only involves submitting the application form by the deadline. No interview, school tour, information session, or fee is required. Once the application is submitted, the applicant will receive an email or text message confirmation. Applicants who are unable to provide an email address will receive a confirmation of their application submission via postal mail to the address recorded on the application.
- 2. 9-12 Enrollment Seats:** Families applying for 9th - 12th enrollment seats can obtain and submit an application for admission at www.BelmontCharter.org. Families are welcome to visit the School for assistance, and families will be provided with information on how to apply and, subject to availability, a computer or tablet to access online applications. Belmont Charter School will provide reasonable accommodations in the event that an individual requests to submit an application in person. The application process only involves submitting the application form by the deadline. No interview, school tour, information session, or fee is required. Once the application is submitted, the applicant will receive an email or text message confirmation. Applicants who are unable to provide an email address will receive a confirmation of their application submission via postal mail to the address recorded on the application.

All complete applications submitted after the close of the application window may be offered admission to the School in the order received only after Belmont Charter School has exhausted the waiting list of students whose applications were received by the deadline. Applicants must be five (5) years old by September 1st, 2023 to qualify for enrollment in Belmont Charter School's Kindergarten program. *For the 2023-2024 school year this means a student must be born prior to September 1, 2018, to apply for Kindergarten.

B. How is Application Data Stored?

Applicant data will not be shared with any schools to which the applicant did not apply. In accordance with applicable laws (FERPA, PPRA, COPPA). K-8 applicant data is maintained through the Apply Philly Charter system. 9-12 applicant data is maintained through Belmont Charter School via a secure Excel spreadsheet.

C. Lottery

K-8 Applicants: Apply Philly Charter will manage lottery data for Belmont K-8 applicants.

9-12 Applicants: Belmont Charter School will manage lottery data for Belmont 9-12 applicants

Families will be notified of lottery results via phone, email, text, and/or standard mail. Families have 14 days to respond and/or submit enrollment documentation to confirm their seat. Families who do not respond within the 14 day time window forfeit their enrollment offer and will not be entitled to the reinstatement of a prior situation. Applicants 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.

All remaining students that were NOT selected in the lottery will be placed on the waiting list in order of the lottery results.. Any student who applies after the application deadline listed below will be placed on the waiting list after those students who applied before the application deadline on a first come first served basis. The waiting list is valid for one school year only and is based on current year applications.

We do not require school-wide re-enrollment paperwork for each school year. All students currently enrolled and attending Belmont Charter School automatically re-enroll for the following school year.

D. Lottery Preferences

As required by PA charter school law, Belmont Charter School uses a lottery system for admitting its students. Belmont Charter School will admit students of any race, color, nationality, ethnic origin, religion, sexual orientation, or gender. Per the conditions outlined in the charter document, Belmont Charter School gives admissions preferences to the following populations (in order of preference):

1. **Sibling Preference:** Siblings of currently enrolled Belmont Charter School students will be given 1st preference. In order to be eligible for the sibling preference, the applicant must be related to a current Belmont Charter School student in one of the following ways: 1.) has a shared legal guardian or there is shared legal custody of both students by a common individual or 2.) is a half sibling, step sibling, or biological sibling. Residing at the same address as a current student alone does not make an applicant eligible for the sibling preference. In order to be eligible, applicants must indicate the sibling preference on their application. Belmont Charter School will not retroactively apply sibling preference for anyone who did not request the sibling preference at the time of application prior to the application deadline. Belmont Charter School reserves the right to determine if a student is eligible for sibling preference. Siblings of currently enrolled students will be placed on a priority list before the lottery. Preference will be extended from newly enrolled students to their siblings, provided that all siblings seeking enrollment submitted applications prior to the application deadline and indicated the sibling relationship on the original application. Once the sibling selected in the lottery has submitted complete enrollment paperwork to the school, any of his/her eligible siblings will then be placed at the top of the waiting list (by the lottery order of the not-yet-enrolled sibling if more than one such applicant is on the waiting list at a time).
2. **Founders & Staff Preference:** Children of current Inquiry Charter School, Belmont Charter School, and Community Education Alliance of West Philadelphia employees or children of founders of Belmont Charter school will be given 2nd preference.
3. **Residency or PEC Youth:** Residents of the Belmont Attendance Catchment Area and/or new students from People's Emergency Center (PEC) will be given 3rd preference. Proof of residency will be required if your student is selected in the lottery to continue in the enrollment process. Any applicant who cannot provide a Philadelphia address during the proof of residency check will be placed on this separate non-resident waiting list as well. Belmont Charter School does not typically accept students from this non-resident waiting list prior to the start of the new school year, and students will be drawn from this list only if spaces are still available in a particular grade level after all Philadelphia resident applicants are admitted.
4. **Students not in the catchment area and not from PEC:** Applicants living outside of the Belmont Attendance Catchment and non-PEC residents will be given 4th preference. Proof of residency will be required if your student is selected in the lottery to continue in the enrollment process. Any applicant who cannot provide a Philadelphia address during the proof of residency check will be placed on this separate non-resident waiting list as well. Belmont Charter School does not typically accept students from this non-resident waiting list and students will be drawn from this list only if spaces are still available in a particular grade level after all Philadelphia resident applicants are admitted.

E. Confirming Enrollment

It is important to understand that being selected in a lottery is only one step involved in enrolling at Belmont Charter School. The next step involves submitting the required documents by the proper deadline or your spot will be forfeited. All students who are selected from the lottery will have fourteen (14) days to accept the offer and four (4) weeks from the date of the offer to complete all required enrollment paperwork. Failure to meet this deadline forfeits your spot at Belmont Charter School. Exceptions will be made for families with language barriers, and only when those families face extenuating circumstances. Once all seats are filled, additional applicants will be admitted from the waitlist on a rolling basis as seats become available. The waitlist will follow preference criteria and will reset annually. If a student accepts the spot from the waitlist, they have two weeks from the date of offer to submit enrollment documentation to confirm their seat.

Accepted 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 – 8th grade; and 1301 Belmont Avenue for 9th-12th grade) or can request the documents be mailed home or emailed to the family. Additionally, the enrollment packets can be found in both English and Spanish online at www.belmontcharternetwork.org. The enrollment packet contains the following 5 required documents:

- Home Language Survey
- Immunization Record
- Parent Registration Statement
- Proof of Child's Age
- 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 documentation includes:

- Birth Certificate
- Notarized copy of the 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 the guardian or relative indicating child's date of birth

Once the enrollment packet is completed, it can be submitted via mail, email or in person during school hours. 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 – students are considered enrolled at Belmont Charter School for the school year and are permitted to attend school on the next day after enrollment is completed.

2023-2024 Enrollment Process - Important Dates	
Lottery application window opens.	September 23rd, 2022
Lottery application window closes. <i>*Applications will be accepted after this date; however they will not be include in the lottery and will be placed on the waitlist in the order they are received.</i>	January 23rd, 2023
Belmont Charter admissions lottery is held. K-8 Lottery will be held by Apply Philly Charter. 9-12 Lottery will be held by Belmont Charter Network..	February 8th, 2023
Families notified of lottery results via phone, email, text, and/or standard mail. <i>*Families have 14 days to accept or decline an enrollment offer. Families who do not respond within the 14 day time window forfeit their enrollment offer.</i>	February 11th, 2023

