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Admission and Enrollment Policy 2023-2024 School Year

A. Applying for Admission

Families applying for Inquiry Charter School enrollment seats are required to submit a non-discriminatory application requiring basic information: student name, birthdate, contact information, and last grade completed. Applications will be made available at 1301 Belmont Avenue Philadelphia, PA 19104, and online at www.belmontcharternetwork.org. 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. 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 enrollment eligibility. Addresses will be verified to ensure all applicants are residents of Philadelphia. 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. Inquiry 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 Inquiry 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 Inquiry Charter School's Kindergarten program. Applicants must be four and a half (4½) years old on or before September 1st, 2023 to enroll in our 'Kindergarten-4'.

**For the 2023-2024 school year this means a student must be born prior to March 1, 2019, to apply for 'Kindergarten 4' and a student 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). Applicant data is maintained through Inquiry Charter School via a secure Excel spreadsheet.

C. Lottery

Inquiry Charter School will manage lottery data for all Inquiry Charter applicants. All applications will be dated 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.

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, 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.

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. Applicants retain the right to reapply and 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 Inquiry Charter School automatically re-enroll for the following school year.

D. Lottery Preferences

As required by PA charter school law, Inquiry Charter School uses a lottery system for admitting its students. Inquiry 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, Inquiry Charter School gives admissions preferences to the following populations (in order of preference):

1. **Founders & Staff Preference:** Children of Inquiry Charter School, Belmont Charter School, and Community Education Alliance of West Philadelphia employees will be given 1st preference.
2. **Sibling Preference:** Siblings of currently enrolled Inquiry Charter School students will be given 2nd preference. In order to be eligible for the sibling preference, the applicant must be related to a current Inquiry 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. Inquiry 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. Inquiry 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 accepted 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.
3. **Philadelphia Resident:** Residents of Philadelphia 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. Inquiry 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.

E. Confirming Enrollment

It is important to understand that being selected in a lottery is only one step involved in enrolling at Inquiry 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 Inquiry 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 Enrollment paperwork from the Inquiry front office at 1301 Inquiry Avenue Philadelphia, PA 19104, or can request the documents to 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 Inquiry Charter School 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 included in the lottery and will be placed on the waitlist in the order they are received.</i>	January 23rd, 2023
Inquiry Charter admissions lottery is held. The lottery will be held by Inquiry Charter School.	February 8th, 2023
Families are 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

