



ADMISSION & RECRUITMENT

Eligibility

In accordance with New Jersey Statute, 18A:36A, the Board of Trustees shall admit to University Heights Charter School free of charge all students on a space available basis and shall not discriminate in its admission policies or practices on the basis of:

- A. intellectual or athletic ability
- B. measures of achievement or aptitude
- C. status as a handicapped person
- D. proficiency in the English language
- E. or any other basis that would be illegal if used by a school district

However, in accordance with statute, the school may limit admission to a particular grade level.

Preference for enrollment shall be given to:

- A. Students enrolled in the school in the immediately preceding school year, unless the appropriate grade will not be offered.
- B. Students who are siblings of students currently enrolled in the school.
- C. Students who reside in the school district in which the school is located (currently Newark School District).

Residency Requirements

Students who reside in the school district in which the school is located (currently Newark School District) have preference for admissions at University Heights Charter School.

Non-residents students from other school districts may attend the University Heights Charter School provided there is room for them; i.e. unfilled spaces at the scheduled date for the lottery.

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

Grade Level Requirements

In accordance with state statute, the following requirements will be met by grade level:

- A. Kindergarten
 - a. The child will have attained the age of five years on or before October 1 of that school year;

- b. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- c. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

B. Grade One

- a. The child will have attained the age of six years on or before October 1 of that school year;
- b. He/she has been in the first grade in another public school;
- c. Proof has been furnished of immunization against communicable diseases.

C. Transfers Into Grades Two and above.

- a. Pupils transferring into the school are expected to present copies of records from the previously attended school (or school) to aid in placement.
- b. Also required are proof of immunizations and proof of identity.
- c. Within the time prescribed by law, the Executive Director shall request in writing from the school or school of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when assessments indicate that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Proof of Eligibility

The school shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the school. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

When there is any doubt as to whether a child is eligible to free public education at University Heights Charter School, all procedures of law and code shall be followed.

Students Returning from County Detention

The school shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward school requirements for elementary, middle or high school graduation.

Homeless Pupils

The school shall determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law. The board shall make this policy available to parents and the public.

Lottery Process

If there are more applications to enroll in the school than there are spaces available, the charter school shall select students to attend using a random selection process referred to as the Admissions Lottery.

The date for the Admissions Lottery will be the first Wednesday in the March preceding each school year. The drawing will be publicly held with all interested parents/caregivers invited.

Each grade will have a separate drawing. Applicants for each grade will be assigned a number. Numbers will then be drawn at random and recorded in the order they are taken. Students will then be offered admission in this order until all spaces are filled.

Waiting List

For students that do not gain admission at the time of the lottery, the school shall maintain a waiting list for admission of grade-eligible students. In accordance with NJAC 6A:11-4.5, The time period for the waiting list begins with the close of the annual initial recruitment period and first random selection process and ends with the close of the subsequent school year.

The waiting list will be divided into two groups: students from the district of residence and students from non-resident districts. When admissions slots become available, preference will be given to students on the list from the district of residence until it is exhausted.

During the recruitment period, a charter school shall notify parents that their children's names remain on the waiting list for enrollment for the subsequent school year only.

Recruitment

The admission policy has no criteria that would bar or discourage any applicant. The School shall make a strong effort to enroll a group of children representative of all of Newark's diverse groups.

No later than January 15, the charter school shall submit to the Commissioner the number of students by grade level, gender and race/ethnicity from each district selected for enrollment from its initial recruitment period for the following school year.

The strategy for publicizing the application process shall ensure that all groups are made aware of the school. The school shall employ both formal [newspaper, flyers, public service announcements] and informal [networking] methods of publicizing the school. A brochure describing the school program shall be distributed to interested persons. Applications shall be accepted, dated, and evaluated. Public meetings for interested parent/caregivers shall be scheduled in advance of the application period. The flyers, brochures and announcements shall be distributed through schools, churches, civic groups, social service organizations, etc. The School shall reach out to the other charter schools in Newark to share and coordinate outreach efforts.

Representatives of the University Heights Charter School shall visit, make presentations and publicize the existence of the School, the availability of enrollment in the School, as well as the educational goals, objectives, methods and philosophy of the School in a variety of locations around Newark in order to seek the enrollment of a cross section of the community's school age population.

The application process shall be designed to ensure that race, religion, gender, academic ability, or any other basis that would be illegal if used by a school district are never considered as part of the admission process.

The school may conduct subsequent recruitment and enrollment periods if vacancies remain in its enrollment after the initial recruitment period.

Board Approval Date: 1/19/2010