



## ADMISSION POLICY

The application of any eligible student who agrees or whose parent agrees for the student to be bound by the expectations and requirements of ICA will be accepted, and that student admitted if space is available. If the number of applications received for a grade level during the admissions period exceeds the available number of openings, then all the applications for that grade level will be placed in a lottery and assigned placement numbers as each number is drawn. This process is electronic and done online through the application software.

In accordance with public law, any child who is qualified under the laws of the state for admission to a public school is qualified for admission to a charter school. Charter schools shall not discriminate against any student based on ethnicity, national origin, gender, or disability. Also, ICA shall not limit admission to students based on intellectual ability, measures of achievement or aptitude, disability, race, creed, national origin, religion, or ancestry.

- Lottery Process: In December of each school year, the Independence Classical Academy will solicit *from currently enrolled* students a written “*letter of intent to return*” to secure seating for the following year. These letters will be returned, and seats secured for currently enrolled students. From those letters, and in accordance with our growth model, seats will be “opened” through SchoolMint, and ICA will accept pre-admission applications from interested families. If there are more applications than seats available, the school will hold a lottery on February 1<sup>st</sup> for the following fall term.
- Waiting List Policy: A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted when openings occur during the current school year only until the closing of enrollment. The wait list does *not* roll over to the following school year. A new application must be completed online during the open enrollment period of December 15<sup>th</sup> to January 31<sup>st</sup> of each school year to be included in the lottery each and every year.
- Notification of Acceptance Policy: Parents/guardians will be notified of their child’s acceptance or placement on a waiting list by an official email from the SchoolMint software following the conclusion of the lottery. It is the responsibility of each parent/guardian to ensure the correct email address is on file and updated, as well as checked regularly to ensure notification is received. Phone calls will NOT be made.
- Acceptance of Seat Policy: After notification of acceptance, families have only 48 hours to formally accept a seat that was offered because of the lottery. In addition, a student registration packet must be completed and submitted by the date set by the Enrollment Office otherwise a seat cannot be guaranteed for that student. Newly enrolled students must be present on the first day of school otherwise their seat will be assigned to the next student on the waiting list. Parents must provide proof of grade placement/promotion from their previous school. New incoming families *MUST* attend one orientation session to secure their child’s seat, or it will be forfeited to the next student on the wait list. This is so all randomly selected families can ensure this is the right fit for their child.
- Age: Students five years of age on or before September 1 are eligible for entrance to kindergarten.
- Enrollment: Once students are enrolled in ICA they do not need to reapply if the required annual letter of intent is received in the ICA office prior to our deadline each year. Enrollment in our academy is your acceptance of our policies as set forth in the ICA Family Handbook.
- Siblings: Once a student is accepted placement and/or enrolled, a sibling of that student has priority for enrollment provided there is space available in the grade level needed.
- Proof of residency: For each applicant, parents will be required to provide proof of residency.