



120 WADSWORTH AVENUE, NEW YORK, NY 10033 | P. 718-916-7683 | WWW.SCHOOLINTHESQUARE.ORG

School in the Square Charter School Admissions Policy

Application: S2 will be open to any child eligible for admission to a public school under the laws of New York State. The school will ensure compliance with all applicable antidiscrimination laws governing public schools, including Title VI of the Civil Rights Act and § 2854(2) of the New York Education Law governing admission to a charter school.

Non-Discrimination Statement: S2 shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, ethnicity, race, creed, gender, national origin, religion, ancestry, gender, sexual orientation, or for any other basis that would be unlawful for a public school. S2 may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to the school.

Qualifications

- Kindergarten applicants must turn five years old on or before December 31st of the year in which they matriculate into Kindergarten.
- Applicants to the school must be entering grades that will be in operation in S2.
- All applicants must submit a completed and valid application by the application deadline.

Other than the above requirements, there are no financial or academic requirements for admission and enrollment of students shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic

ability, disability, ethnicity, race, creed, gender, national origin, religion, ancestry, gender, sexual orientation, or for any other basis that would be unlawful for a public school.

To apply to S2, it is only necessary that the school receive a completed application. Applications will require no more information than is necessary under NYSED guidelines, and applicants will not be asked to take an admissions test, participate in an interview, attend an information session, etc. The school will adapt the uniform application form within the following allowable parameters: print the application form with the school's letterhead and/or logo; brand the application form by including the school's mission statement and explanatory information about the school and request additional information. All data elements that may be required to be submitted by the applicant will be marked with asterisks and the form will include the following notation: "** The items marked with an asterisk (*) are the only items that may be required in order to apply to this charter school. Any items not marked by an (*) are optional.*"

Submission

Each year, S2 will hold a recruitment period for students entering Kindergarten, as well as those entering subsequent grades S2 currently serves grades for which we also actively market and recruit, in order to backfill enrollment, at the discretion of S2, in each of those grades in the event that seats are available in those grades.

Applications must be submitted before the application deadline to enter the lottery. The application deadline is determined by the school each year and falls on or after April 1st. The school publishes the application deadline each year. Applications may be hand delivered, mailed or e-mailed, or accepted via the Charter Center's online application service and received no later than the admission period deadline listed on the form. The school will provide via e-mail and/or return postcard confirmation of applications received by the deadline.

Enrollment Process

If the number of applicants exceeds the school's capacity, a random selection lottery process will be conducted on or about April 5th, but no earlier than April 1. The lottery will be conducted by an S2 staff member and another adult who has no affiliation with the school. The process will be open to the public and will be publicized on the school's website at least one week prior to the event. The public notice will include the number of seats available for admission.

Lottery Process

Separate lotteries will be held for each grade that the school serves. Preferences will be given to eligible applicants in the following order:

- First preference is given to students who attended the school the previous year and are returning to the school. Returning students do not need to re-apply (note that this applies also to Kindergarten students who attended S2's PreK program).
- Second preference is given to siblings of students enrolled in the school. A sibling is defined as a brother, sister, or other child legally under the same parent/guardian's care and residing in the same household. Siblings are granted a space, if and only if, there is space in the grade. If not, they will be placed on the school's waiting list as described in the waiting list policy below. All siblings must complete an application to go through the lottery process.
- Third preference will give an admissions preference to students who are children of currently employed School in the Square staff members. Children of employees may constitute no more than fifteen percent of the charter school's total enrollment.
- Fourth preference will be given to Kindergarten students residing in CSD 6 who meet the admissions criteria preference for English Language Learners. "ELL"; defined as students whose families self-report "yes" on the following application question:
Does the student speak a language other than English most of the time?
- Fifth preference will be given to students residing in CSD 6. For Kindergarten applicants, this includes any students who had an ELL preference but did not receive a seat previously.
- Sixth preference will be given to students residing outside of CSD 6.

* Siblings applying to the lottery where no sibling already attends the school will share all entries; if their entry is selected the siblings will occupy the next available spots on the list.

The ELL preference will be applicable to students entering Kindergarten only. S2 utilizes a preference for students identified as English Language Learners. After accepting returning students, siblings of attending students, and offspring of S2 employees (up to 15% of the total student body), S2 applies an ELL preference in order to fill 20% of the total Kindergarten with students identified as ELLs. To fill those available seats, an initial lottery is held with only ELL Kindergarten applicants who reside in CSD 6 in the pool. In the event that less than 20 percent of Kindergarten applicants are English Language Learners who reside in CSD 6, there would be another lottery composed of English Language Learners who do **not** reside in CSD 6 before the

lottery with the remaining CSD 6 applicants and the lottery of non-CSD 6 applicants. These ELL Kindergarten applicants who reside outside of CSD 6 will be drawn until 20% of Kindergarten seats have been filled by ELL students.

For Kindergarten:

Once the number of students drawn is equal to the number of available seats, the remaining applicants will be drawn and placed on the waitlist in the order in which they are drawn.

For All Subsequent S2 Grades:

Students applying for subsequent grades (Grade 1 and higher) will be drawn in each grade level lottery. The lottery for these grades will include all required preferences listed above (excepting the ELL preference which is only applicable to Kindergarten applicants). Once the number of students drawn in each grade is equal to the number of seats available, the remaining applicants will be drawn and placed on the grade-level waitlist in the order in which they are drawn.

After all the names have been chosen, the parents will be notified by phone call, text, and e-mail. For those students who are accepted, the communication will include a list of forms that need to be provided, specifically an original birth certificate, immunization records and proof of address (acceptable documentation will include a lease and/or utility bill), and an invitation to meet with a school official to turn over the forms. Families will be given a deadline to return the completed forms needed for enrollment. Families who decline the seat or fail to accept the seat and complete the necessary paperwork by the stated deadline will be placed at the bottom of the waitlist and will not have the chance to reclaim the seat until their name is reached on the waitlist again. Once enrolled, if a legal parent or guardian wishes to withdraw a child from S2, a discharge form must be completed before the school can release the student to his or her new school.

Waitlist

For children not selected, the letter will indicate their position on the wait list and will describe the steps that will take place if a seat becomes available. That wait list will be maintained for the entire school year. If a seat becomes available at S2, the next applicant on the wait list in that grade will be called and offered the space until October 31st of the school year. After October 31st, S2 will use its discretion in determining whether or not to add students to its roster. In all cases, students will be called based solely on their place on the waitlist. Families selected off of the wait list after school has begun will have one day to respond or the space will be offered to the next person on the waitlist. The school will keep accurate records of its waitlist containing the

names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. Applications submitted after the lottery application deadline will be added to the waitlist applying all applicable admissions preferences to each applicant. The waitlist is valid for one school year and becomes void once the next annual lottery is executed.

Student withdrawal will be permitted upon the written request of the parent or legal guardian and proof of enrollment in another school. Following the written request of the admitting school, student records will be transferred. If a student does not return at the start of the following school year, the school will telephone and send the family a certified letter to determine the child's status. When a space opens, the waiting list will then be activated to admit the next child on the same grade level.