

New Horizons Charter Academy Admissions Requirement

NHCA actively recruits a socio-economically and ethnically diverse student population from the District and surrounding areas. As a charter school, NHCA is a school of choice. NHCA shall admit all pupils who wish to attend the school (Education Code Section 47605(d)(2)(A)). If the number of students applying for enrollment exceeds the openings available, entrance shall be determined by a single random public drawing in accordance with Education Code §47605(d)(2)(B) and all federal requirements.

The Charter School shall not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code. (Ed. Code § 47605(d)(1); Ed. Code § 220.)

The Charter School shall admit all residents of the State of California who wish to attend New Horizons Charter Academy. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Except as provided in Education Code section 47605(d)(2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of his or her parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that school. (Ed. Code § 47605(d)(1).)

NHCA offers school orientation meetings for families to learn about the school; however, attendance at an orientation meeting is optional and will not affect the admission or continued enrollment of any student.

To enter the lottery, families must complete a student Intent to Enroll form.

Once a student has been admitted via the lottery system, enrollment packets for students who are admitted will also gather the following:

1. Completed Enrollment Form
2. Proof of Immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements, e.g. birth certificate
6. Release of records

Public Random Drawing

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether the Charter School has received more

applications than availability. In the event that this happens, the Charter School will hold a public random drawing to determine admission, with the exception of existing students who are exempt from the lottery and guaranteed admission in the following school year. Admission preferences in the case of a public random drawing shall be given via a staged drawing to the following students in the following order:

1. Siblings of enrolled students
2. Students of Charter School teachers and staff, not to exceed 10% of total enrollment
3. All other students who reside in LAUSD boundaries
4. All other students who do not reside in LAUSD boundaries

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waiting list carry over to the following school year. The Charter School will contact the families of students promoted off the waiting list by phone, email, and mail, and families will have three school days to respond to the school's main office.

The Executive Director/Principal is responsible for overseeing the public random drawing process, Lottery rules, deadlines, dates and times for the random drawing will be communicated on the Intent to Enroll application and on the Charter School's website. Public notice for the date and time of the public drawing will also be posted once the application deadline has passed. The Charter School will also inform parents of all lottery applicants and all interested parties of the rules to be followed during the lottery process, location, date, and time of the lottery via mail or email at least two weeks prior to the lottery date, so that all interested parties may observe the lottery. The lottery will occur at the Charter School and, in order to ensure that the most number of interested parties will be able to attend, the public random drawing will be held either on a Saturday or on a weekday in the evening. The lottery will be conducted publicly, which will ensure that lottery procedures are fairly executed. The Charter School will keep application forms and all documentation of the lottery on file to document the fair execution of lottery procedures.

The Charter School will conduct the lottery in the spring for enrollment in fall of that year.

Planned Application, Public Random Drawing, and Admission Schedule

The following estimated application, public random drawing, and admission schedule and process is proposed, and may be amended by the DEI Board as necessary.

November

Application forms available at school administrative office or online at the Charter School's website.

Last week of January

Public random drawing conducted (if necessary). Admission notification and enrollment packets are distributed upon student's selection at public random drawing.

**Two Weeks After Lottery/
Approximately the Second
Week of February**

Completed enrollment packets due back to the Charter School within two (2) weeks of date of the public random lottery, which will include proof of immunizations, proof of residency, proof of age requirements and proof of withdrawal from prior school and district of residence.

If a public random drawing is necessary, families will be informed of the date, time, and place of the drawing via mail, telephone, and e-mail/on the Charter School's website. In order to ensure that the most number of interested parties will be able to attend, the public random drawing will be held either on a Saturday or on a weekday in the evening. NHCA will hold the public random drawing in a public location to ensure that the lottery is open to any interested parties to observe. For example, the public random drawing may be held in the Charter School's auditorium or public meeting room, in the community meeting room of a local police station or community organization center, or another publicly-accessible place, which is near to the location of the Charter School.