



Enrollment Policy

Purpose

The purpose of this policy is to set forth guidelines for the application, admissions, and enrollment procedure.

Pupils will be considered for admission without regard to actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, gender, color or physical or mental disability or any other basis prohibited by law. Woodland Charter School will not charge admission. No test or assessment shall be administered to students prior to acceptance into the school. All families must complete the enrollment process outlined in this document.

It is desirable, given the school's Waldorf curriculum, that students' parents can demonstrate a commitment to the Waldorf concepts of education. It is also desirable that parents express a willingness to broaden their understanding of the Waldorf philosophy, and to support the curriculum in the home (specifically including the willingness of the parent to restrict the child's exposure to the electronic media such as television, movies, videos, computer games, cell phones, etc.) Parents are also strongly encouraged to volunteer in the school. However, no student shall be excluded nor discouraged from attending if such qualities are not expressed nor demonstrated.

Birth Date Deadlines

Below are the grade/age guidelines for enrollment:

Kindergarten: 5 years old by September 1st

Grade 1: 6 years old by September 1st

Grade 2: 7 years old by September 1st

Grade 3: 8 years old by September 1st

Grade 4: 9 years old by September 1st

Grade 5: 10 years old by September 1st

Grade 6: 11 years old by September 1st

Grade 7: 12 years old by September 1st

Grade 8: 13 years old by September 1st

Application Process

Parent(s)/Guardian(s) who wish to enroll with Woodland Charter School must fill out an Intent to Enroll Form on our website and are highly encouraged to attend a Parent Information Session. At the end of one of these Parent Information Sessions, if the parent(s)/guardian(s) would like to enroll their student and there is space available in the class, they must complete Online Registration to secure their spot within 3 calendar days.

- During the Open Enrollment Period: Online Registration must be completed by May 10.
- After the Open Enrollment Period: After the Open Enrollment Period, parent(s)/guardian(s) may fill out an Intent to Enroll Form and attend a specially scheduled Parent Information Session.

Re-Admissions Process for Returning Students

Current students must reaffirm their intent to enroll annually. The parent(s)/guardian(s) shall complete Online Registration by **May 10**.

Admissions Process

1. Should there be open spaces in any given class and more applicants than the capacity of the given class, a public lottery will be publicized on Woodland Charter School's website and held within three business days of the closing of the open enrollment window to determine each applicant who is invited to enroll. Each year, a waiting list for the school year will be formed of any students who are beyond the number of students invited to enroll in each class.
2. The applicants will be notified by phone and email. Parent(s)/Guardian(s) are responsible for ensuring that the Woodland Charter School office has a current phone number and email address on file at all times in case an opening becomes available.
3. Upon notification of acceptance, after the June lottery or after an opening becomes available, **the applicant must complete the enrollment process within 3 business days to secure his/her space in the school.**
4. If the applicant declines the offer of placement, the applicant will need to restart the admission process, with the exception of attending a Parent Information Session.

Enrollment Process

The following requirements must be met to enroll a Woodland Charter School student:

1. Parent(s)/guardian(s) must complete Online Registration within **3 calendar days** of accepting admission for new students or during the open enrollment period for returning students. Students will be able to attend once Online Registration is complete.

Open Enrollment Period

Registration will be accepted during the Open Enrollment Period. At the end of the Open Enrollment Period on **May 10**, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold an equitable lottery to determine enrollment for the impacted grade level(s).

Lottery Process

Enrollment preferences in the case of a lottery following the Open Enrollment Period shall be allowed in the following priority:

1. Students who were enrolled* the prior year, termed “prior year enrollment preference”
2. Students who have siblings** who are presently enrolled in the school and who were enrolled in the school in the prior year, termed “sibling preference”
3. All other students

At the conclusion of the lottery, all students who participated in the lottery and were not granted admission due to class and school capacity shall be given the option to put their name on a waitlist according to their draw in the lottery. This waitlist will allow students the option of enrollment in the case of an opening during the current school year. Prospective students who have been through the lottery and are on the waitlist at the end of the school year will have their names carried over to the next school year’s waitlist. Prospective students with prior year enrollment and/or sibling preference, as defined in this document, receive higher priority than lottery waitlist students without these preferences, even if they apply after the Open Enrollment period.

Special Conditions for Twins/Multiples Applying

Twins/Multiples: Families applying for enrollment of twins/multiples for the same class must complete an application for each child. Each application will be entered in the lottery process as an individual student but with the indication that the student has a twin/multiples also applying for the same class.

- a. During the lottery process, if one of the multiples is chosen, the other multiple(s) will be placed on the lottery list immediately after the first multiple's name.
- b. If a class spot is offered to one of the multiples and not the others for the same class, the same time frame for accepting the class spot and participating in the enrollment process is required in order to reserve the class spot.

Outside the Enrollment Period

Applications for classes that are full will be accepted and placed on the wait list on a first-come-first-served basis, below the entire waitlist of applicants who went through the lottery, with the following exceptions based on enrollment preferences. Applicants with prior year enrollment preference will be listed directly below all lottery waitlist applicants with the same preference. Applicants with sibling preference will be listed directly below all lottery waitlist applicants with sibling preference. In the case of an applicant with both prior year enrollment preference and sibling preference, the applicant will be listed above all lottery waitlist applicants with only prior year enrollment preference and below those with the same preferences.

***Enrolled:** A student is considered to have been enrolled the prior year if the student attended Woodland Charter School for any length of time, at any point in the previous school year.

****Siblings:** Siblings have preference at Woodland Charter School because we prefer to keep families together. After one sibling finishes a year enrolled at Woodland, then any siblings will have sibling status.

Siblings definition: Siblings may be any of the following:

1. Children sharing one or both biological parents in common
2. Children of one's stepfather or stepmother
3. Children who share the same legal guardian.