



## *Enrollment Policy*

In accordance with Section 59-40-50 of the South Carolina Code of Laws, Title 59, Chapter 40, BPS will admit all students eligible to attend Kindergarten through twelfth grades residing in South Carolina, subject to space limitations. BPS will notify the sending district(s) immediately of transferring students. In the event that the number of applicants exceeds the capacity of a program, class, grade level or building, the students will be accepted by lottery drawing, as specified in federal and state guidelines.

BPS will not limit, deny admission or show preference to any individual or group of individuals. BPS will recruit, register, and admit students without regard to race, creed, gender, national origin, ancestry, disability, immigrant status, English speaking status or need for Special Education services.

Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students.

South Carolina law provides that priority status may be given to a sibling or siblings of a student already currently enrolled and attending the school and to children of charter school employees provided their enrollment does not constitute more than twenty percent of the total charter enrollment. BPS will honor priority status for siblings of currently enrolled and attending students and children of current BPS school employees.

In order to ensure the integrity of the enrollment process, the BPS administration will have a minimum of 2 staff members overseeing the application, enrollment and waiting list. Protocol will be in place for those staff members to verify all priority enrollments, including but not limited to sibling enrollment, sibling un-enrollment and all other changes to enrollment status.

BPS will utilize an online, electronic platform with which to collect new applications, process lottery results, fulfill student registration forms, collect student Intent to Return forms and annual registration updates.

BPS has public access computers available in the lobby of each school building location for individuals that do not have access to a personal computer or internet in order to ensure equal access to all new applicants as well as currently enrolled students and families. All communications will be via email notification.

## **BPS Enrollment Procedures**

### **Application Process:**

BPS will accept applications for the lottery between December 15th and January 31st for the following school year. They will be processed in the following ways:

- Applications will be submitted online through the lottery and registration software program.
- A link to the online application software will be made available on the school's website at [Bridgesprep.org](http://Bridgesprep.org)
- Each applicant will receive a confirmation email upon a successful application submission.

Applications received after January 31st will be held from the lottery process and placed on the waitlist in the order in which they were received.

Applications will continue to be accepted throughout the school year and placed on the waitlist accordingly. Seats will be offered as they become available as outlined below.

### **Intent To Return of Currently Enrolled Students**

Intent to Return forms will be sent to all currently enrolled students no later than January 15th of each school year and will be due back on January 31st.

Results of the answers submitted on these forms will determine the number of open seats that will be offered in the Lottery for the following school year.

If the form is not returned by the published deadline, the student's seat will be relinquished for the following school year.

### **Conduct of Lottery**

If the number of applicants exceeds the number of available seats, a lottery will be used to determine who gains admission.

The lottery will be an automated process conducted through a Lottery and Registration management software.

The Lottery process will be held mid-February. An email will be sent out to all qualified applicants for the lottery stating the exact date of the automated lottery.

All applicants must submit an application by the deadline of January 31st in order to be placed

in the lottery drawing. Any applications received January 31<sup>st</sup> will be placed at the end of the waitlist in the order of which they were received.

Any students drawn after all seats are filled in a particular grade will be placed on a waitlist in the order they are drawn.

The results of the lottery will be sent to each applicant by way of an individual email. Lottery results will be categorized as follows:

Seated students will receive an email containing the information necessary to complete the registration of the student.

Waitlisted students will receive an email containing their place on the waitlist. Additional emails will be sent with any changes in status to their position on the waitlist.

## **Priority Enrollment**

All priority preferences will be considered in the following order:

1. Child(ren) of BPS employees
2. Applicant sibling(s) of a currently enrolled and attending student

Priority enrollment for children of BPS employees cannot constitute more than 20% of the enrollment of the charter school. Siblings who are applying for the first time will receive preference only after one of the sibling(s) has been drawn and enrolled. A student is only considered to have priority status in Year one of his/her attendance. Therefore, in subsequent years, that student is considered as already enrolled and will not count towards priority status.

If a student is offered a slot at BPS and declines or leaves BPS after gaining entry, then you will have to reapply and be placed on the waitlist in the order it was received.

## **Enrollment Package**

Each seated student will receive a notification email containing a unique “snap code” which will allow them to access the registration information for the student.

Students will then have a set number of business days to return the completed Enrollment Package. The number of business days and the date of the deadline will be in all emails received during the registration period. Registration forms not completed and submitted by the deadline will constitute that slot being offered to the next child on the waitlist.

## **Waiting List and New Enrollment for current school year**

BPS will maintain its waitlist for the current school year through the 135<sup>th</sup> school day and continue to fill slots as openings become available. However, enrollment shall not exceed the number per grade as of the lottery date. This will eliminate the possibility of over enrollment in the following school year.

After the 135<sup>th</sup> day, the waitlist will be dissolved and there will be no more new enrollments for the year.

## **Appeals Process**

The automated lottery will be the final and binding result for admission. In the event that BPS denies admission to a student for reasons other than the result of the drawing, the student may appeal to the governing board of Bridges Preparatory School. In the event that a suitable resolution cannot be decided, then the student may appeal to the SC Public Charter School District (SCPCSD) Board of Trustees. The appeal to both groups must be within 10 business days in writing and state the grounds on which the appeal is based. The decision of the SCPCSD shall be binding and final without the right of appeal (Section 59-40-50(c) (1)).

## **Students Outside District**

Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students.