



**Policy Directive**

**Approved: BLA Board**

**Colorado Springs, Colorado**

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**BLA#: BOPEL-BLA**

**Series: Operations**

**Date: 10/18/16 Updated: 02/21/23**

**Point of Contact: Board President**

**Enrollment Policy**

**Purpose and Scope:** The Banning Lewis Academy (BLA) Enrollment Policy is intended to provide documented guidelines to the operations contractor for the allocation of available seats at Banning Lewis Academy. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

**Distribution:** This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to BLA.

**Declaration:** By applying for enrollment into BLA all persons involved in the enrollment process declare that they have read and understand the enrollment policy of BLA and will abide by this policy.

**Definitions:**

*Enrollment Priority:*

Defines the priority category in which students are selected for available seats based on residency and sibling status. These priority categories are defined in the Banning Lewis Ranch Academy charter contract. As defined in the charter contract the enrollment priorities are:

1. Banning Lewis Ranch-Residential Development
2. Siblings of students currently enrolled in BLA
3. Currently enrolled authorized charter school students
4. Students who reside within School District 49 geographical boundaries
5. Students who reside outside of School District 49 geographical boundaries

*Banning Lewis Ranch –Residential Development (Priority 1 Enrollment):*

Is any applicant who can show proof of residency in the Banning Lewis Ranch Residential Development.

*Sibling Status (Priority 2 Enrollment):*

The status given to a new enrollment applicant if their sibling has attended BLA for any portion of the previous school year for which the new applicant is applying for.

*Currently enrolled charter school students (Priority 3 Enrollment):*

Is any applicant that can verify current enrollment in an authorized charter school for the school year preceding the school year for which the applicant is applying for. A charter school is a publicly funded independent school established by teachers, parents, or community groups under the terms of a charter with a local or national authority.

**Proof of Residency Requirements (To establish enrollment and enrollment priority):**

Post Office boxes do not meet residency requirements. Only street addresses are accepted. All proofs of residency requirements for enrollment priority 1 applicants must show the residential Banning Lewis Ranch Residential Development.

1. ONE of the following ORIGINAL parent/guardian's picture ID from the following list:

- a. Current State of Colorado Driver License
- b. Current Driver's License (Any State only if the parent/guardian is an active-duty member of the United States Armed Forces, if so, must present active-duty military ID card in addition to Driver's License)
- c. Valid Passport or Valid Consulate Issued Picture ID of any country

— and —

2. ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:

- a. Current Property Tax Bill with parent/ guardian's name and property address
- b. Current Rental or Lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and phone number
- c. Documents related to the purchase of the residence with parent/ guardian's name and property address
  - i. Signed valid purchase contract
- d. Mail dated within 30 days before the application date from the following sources:
  - i. Social Security Administration

- ii. Colorado State government agencies
- iii. Utility companies
- iv. Credit card bill
- v. Financial institutions; including checking or savings.
- vi. Insurance companies
- vii. State and Federal Revenue Documents
- viii. Paycheck information

*Enrollment Lottery:* The process of drawing names of applicants when there are more applicants than seats available.

*Enrollment Fraud:* All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e., fraudulent priority status, residency, and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before October 1<sup>st</sup>, the student will be treated as no longer enrolled. If the determination is after October 1<sup>st</sup>, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year. If residency is established between the enrollment date and the discovery of the misrepresentation, the student will forfeit their enrolled status for the next school year and will be given priority 1 status for the next enrollment process.

*Enrollment verification:* A process in which enrollment eligibility is verified. Such verification may include a BLA Board of Directors (BOD) member or school official visit to verify the residential status of an applicant or enrolled student. Or the review of academic records by a BLA school official to verify the academic eligibility of an applicant or enrolled student.

*HoS:* The HoS, or Head of School at Banning Lewis Academy is responsible for overseeing the enrollment and lottery process as described.

*Registrar:* The Registrar is responsible for carrying out the enrollment and lottery process as described.

*Lottery Official:* The person in charge of drawing names of applicants during the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

*Lottery eligibility:* If a child meets the eligibility requirements set forth in the application for enrollment in BLA, that child is deemed to be eligible for enrollment in BLA and any necessary enrollment lottery with the following exceptions.

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment or to enter the lottery process without an exception to the policy, regardless of enrollment priority status until the following years' enrollment.

-If a previous enrollment request was submitted that included intentional fraudulent documents, statements, or other acts, the child is permanently banned from enrolling in BLA.

*Previous Student (K-12):* Once a K-12 student leaves BLA, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in BLA's lottery process. The child's priority status is reset, and their eligibility and priority status will be that of a new enrollment candidate.

The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform BLA their intent to return to BLA in writing. If the relocation is for longer than one-year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.

*Change in status:* At any point during the enrollment process where any portion of an applicant's priority status would change, such as: a sibling's recent enrollment into BLA prior to the enrollment lottery taking place (grants sibling/priority 2 enrollment status), change of residency (purchase/rental of a residence being made or falling through, depends on actual activity). Notification must be made to the BLA HoS and/or registrar regarding the change in status so that the enrollment application can be updated.

If a child's enrollment status is based on residential location and the child's residential status had changed prior to the enrollment lottery, which would lower the child's priority status, and no notification is made regarding the change in residential status to the BLA HoS. Should the child/children's residential status change be discovered in an enrollment verification process and the date of the change can be determined to have been before the child/children's enrollment into BLA, the child/children's enrollment shall be considered an intentional act of enrollment fraud and any enrollment arising out of intentional fraudulent activity shall be deemed null and void.

*Sibling:* An applicant or current student who is a biological Brother, Sister, or Half Sibling of another student or a Brother, Sister, Step-Brother, Step Sister of another student through marriage or adoption.

*Waitlist:* The waitlist is used to determine the remaining order of students selected during the lottery and is maintained the remainder of the school year until exhausted. Each applicant will be selected during the lottery. Once seats are filled, remaining students will be added to the waitlist in the order drawn. The waitlist is established after the lottery. 1<sup>st</sup> Priority waitlist will carry over to the next school year. All other priorities waitlists will dissolve after each academic year.

*Withdrawn Students:* If the child/children were withdrawn from BLA, to include adverse conditions (Disagreements with the BLA contractor, BLA BOD, or withdrawal in lieu of suspension or greater disciplinary action(s)), the child/children must receive HoS and/or BLA BOD approval to enroll prior to the closing of the enrollment process.

*School Capacity:* School or building capacity is defined in paragraph 5.4.2 of the charter contract between District 49 and the Banning Lewis Academy Board of Directors "The BLA building will have a maximum capacity of 810 students. To ensure that student enrollment does not exceed building capacity, the parties agree that BLA under no circumstances shall BLA enroll more than 810 students without the prior approval of the Board of Education."

*Current School Year Enrollment:* We will continue to enroll for the current academic year, subject to priority verification and remaining waitlist. Please note, the priorities as defined in this policy maintain precedence in enrollment over the waitlist.

*Grade Level Capacity:* The BLA Board recognizes that situations may arise when the building capacity has not been reached but a particular grade level enrollment may reach a level which is not conducive to high academic achievement or manageable by the school leadership. As such the Board of Directors will set a maximum grade level capacity for the next academic year in January of each year based on academic achievement goals and operations manageability. This grade level capacity may vary from grade level to grade level and from year to year. The grade level capacity for the next academic year must receive approval from the Board of Directors at the regular January meeting each year and may not be modified during the year without Board Approval.

*Established Enrollment Number:* The school's total enrollment as defined in the applicable academic years approved budget.

**General:**

The Board of Directors recognizes that the school leadership is best suited to determine ideal and maximum enrollment as they pertain to academic achievement and operations manageability. However, at no time shall the management company enroll a student of any enrollment priority that would commit the Board to adding staff, modifying the building (including adding modular classrooms), or modifying existing academic programs (including specials) without prior Board approval.

**Enrollment Process:**

1. Applications are initiated by a parent or legal guardian completing and submitting the school's student enrollment forms. The enrollment form may be accessed and submitted online at [www.blracademy.org](http://www.blracademy.org). Open enrollment occurs each year from November 1<sup>st</sup> through February (end date is determined on a year-to-year basis by school leadership). 1<sup>st</sup> Priority waitlists will be carried over to the next school year. All other priorities must reapply in the open enrollment window.
2. Applicants who apply for enrollment after the lottery is complete, will be placed at the end of the grade level waitlist in the order they apply; apart from 1<sup>st</sup> Priority applicants who will be granted seats at any point after the lottery or throughout the school year, based on seat availability.
3. To be eligible for enrollment, student enrollment forms must be completed and received. A child must be five (5) years of age by September 15<sup>th</sup> in the school year enrollment is being applied for.
4. Student enrollment forms submitted will be reviewed for completeness, proof of residence, guardianship, photo identification, age/grade of student, and confirmation that parent/guardian has reviewed the instructional program and policies.
  - a. Incomplete enrollment forms will not be considered regardless of potential priority status.
  - b. Completed enrollment forms will be sorted by entering grade level and enrollment priority 1 through 5-
5. Should students need placement confirmation from their current district (students in special education); the HoS/Registrar will contact Falcon School District #49 Special Services to review the child's application and available documentation such as an IEP, etc.

### **Lottery/Post Lottery Information:**

6. BLA BOD members may be present during the lottery process primarily to observe and assist the lottery process should such need(s) arise. Notification of the lottery will serve as public notice of an official meeting, even if no action(s) are anticipated to be taken by members of the BLA BOD at the time of the lottery.
7. If an Enrollment lottery is required, the following guidelines will apply:
  - a. The lottery will be conducted by the lottery official and be overseen by the Registrar and school leadership.
  - b. On the day of the lottery, the lottery official will check to assure all lottery names are included in the drawing.
  - c. The lottery will begin by selecting applicants at the highest grade level, beginning with 1<sup>st</sup> Priority, and moving to subsequent priorities until all seats are exhausted. The process will continue to work backwards through grade levels until kindergarten is complete.
  - d. The school leadership and Registrar will monitor selections to ensure grade levels are not overenrolled.
  - e. Any applicant who is not granted a seat will be placed on the waitlist using the same process listed above.
8. Once the lottery is complete, all lottery participants will be notified via email of the lottery results.
9. Families will have one week (5 business days) to complete the enrollment process. Student enrollment forms that are not returned within that time frame by end of business day, will result in a forfeiture of their granted seats(s).
10. As openings occur, applicants on the grade level waitlist will be contacted in the established order, with respect to 1<sup>st</sup> Priority status. Completed student enrollment forms are required by the deadline given at the time the seat(s) are offered.
11. BLA will continue to enroll students using this process until the established enrollment number is met and maintained.

12. A provision shall be made for the children of a parent/guardian that is hired at Banning Lewis Academy. At the time of hiring and/or during each child's first full academic year of enrollment eligibility the children of Banning Lewis Academy employees will be enrolled if the building or grade level capacity for the applicable grade has not been reached.
  - a. If a child must be placed on a waitlist due to capacity issues, the child of an employee will be granted a priority 1 status.
  
13. The school is committed to a class size that promotes high academic achievement and is manageable by the school leadership.
  - a. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.

***Early Access for Highly Gifted Students:***

BLA follows the District 49's policy and procedure for Early Access for Highly Gifted Students. Applicants that go through the D49 process and are recommended for early access will be eligible for a kindergarten or first grade seat per the BLA Board Enrollment Lottery Policy standards.

A child who is four (4) years old on or before the school's start date for kindergarten and has been identified as a highly advanced gifted student in accordance with the applicable state law may enroll in kindergarten, if the Principal or designee determines that placement of the student in kindergarten is appropriate.

A child who is five (5) years old on or before the school's start date for first grade and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in first grade, if the Principal or designee determines that placement of the student in first grade is appropriate.

Gifted students are those students between the ages of four (4) and twenty-one (21) whose abilities, talents and potential for accomplishment are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. The Board believes that a quality instructional program that differentiates curriculum and instruction is essential so all students can learn and grow to their level of potential.



To the extent resources are available for this purpose, the HoS or designee shall develop and implement programming designed to meet the particular educational needs of gifted students that:

- encourages acceleration and enrichment beyond the basic curriculum,
- offers a differentiated curriculum that includes higher cognitive concepts and processes,
- uses instructional strategies that accommodate the learning styles of the gifted,
- fosters the individual growth of each student,
- supports students in the attainment of state and district academic content standards,
- assists students with pre-collegiate and/or pre-advanced placement programs, and
- provides guidance support systems, including identifying post-secondary options.

The programming shall include early identification of gifted students who are at least five (5) years of age and may include the early identification of four (4) and five (5) year old highly advanced gifted students.

The following steps are required to be considered for Early Access at BLA:

1. Provide a written notice to the BLA Registrar indicating the intention to be eligible for enrollment as an Early Access applicant.
2. Apply for a Kindergarten/First Grade seat during the Open Enrollment Window prior to the school year the student is intending to enroll.
3. Follow the Early Access application process and deadlines through District 49.
4. Notify the Registrar in writing of Early Access approval to be considered for early access the following year.

Revision 1: Discussed and Approved: February 21, 2023

-Change kindergarten enrollment 5th birthday cutoff requirement from 15 August to 15 September of enrollment year