

APPLICATION, ADMISSIONS, ENROLLMENT, AND LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to outline Notre Ecole's enrollment and admissions procedures. Admission to Notre Ecole is open to all students without regard to ability, race, religion, or any other factors other than the enrollment capacity of the program, class, grade level, or building.

II. GENERAL STATEMENT OF POLICY

Notre Ecole is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. When that occurs, students will be placed on a waiting list. State statutes require that Notre Ecole give preference for enrollment to: (1) a sibling of an enrolled student and to a foster child of that student's parents before accepting other students by lot, (2) children of Notre Ecole staff before accepting other pupils by lot, and (3) remaining students will be selected by lottery.

Notre Ecole may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, or athletic ability.

III. APPLICATION AND ENROLLMENT PROCEDURES

The annual enrollment period shall be determined by the school administration and shall be published no later than the first school day in November. By November 1st each year, the school board will establish and publish the available enrollment by grade applicable to the following school year. All prospective students must complete and submit a timely application for admission in order to be considered for enrollment in the school term following the enrollment period. This requirement is applicable to both preferential and non-preferential applicants. An application is considered to be timely if it has been postmarked or marked as "received" before the end of the on-time enrollment period. Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.

Admissions

All applications received during the on-time enrollment period are automatically accepted for enrollment (*i.e.*, admitted) unless more applications are received than the available enrollment established by the board of directors for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings and foster siblings of admitted students and children of staff employed in the school have preference by law.

Siblings and Foster Siblings of Admitted Students

Siblings and foster siblings of currently admitted students who submit an application before the expiration of the on-time enrollment period are automatically admitted unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, a sibling lottery is held for each such grade. Siblings and foster siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by siblings and foster siblings, the sibling lottery continues and establishes the sibling waiting list (preferential list), which has preference over both the staff-children waiting list and the general waiting list.

Children of Staff Employed at Notre Ecole

Children of staff employed at the school who submit an application before the expiration of the on-time enrollment period, are automatically admitted provided that all siblings and foster siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available enrollment established by the Board for any grade (and after all siblings and foster siblings of admitted students who submitted a timely application are admitted, a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list (preferential list) for each such grade, which has preference over the general waiting list.

General Lottery

State statutes require that Notre Ecole give preference for enrollment to: (1) a sibling of an admitted student and to a foster child of that student's parents before accepting other students by lot and (2) children of Notre Ecole staff before accepting other pupils by lot and (3) remaining students will be selected by lottery. If the number of applications received during the on-time enrollment period exceeds available enrollment established by the Board for any grade and after all siblings and foster siblings of admitted students who submitted timely applications are already admitted or establish a sibling waiting list, and

after all children of staff employed at the school who submitted a timely application are already admitted or establish a staff-children waiting list, the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings and foster siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the on-time enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are assigned by the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If all available enrollment in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order assigned, until all applications are given a lottery number. If a student is admitted through the general lottery and that student has one or more siblings and foster siblings in other grades also subject to a lottery, those siblings and foster siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s). Application to Notre Ecole is considered confidential and therefore lotteries are not open to the public. There is, however, at least one witness present in addition to the facilitating Notre Ecole staff member as the lotteries are conducted. The lottery process and the randomized waiting list results are digitally video-recorded. The video-recorded footage is posted to a secure location on Notre Ecole's internal server.

(a) **Applications received after the on-time enrollment period expires** are automatically admitted as long as there is available enrollment as established by the Board in the applicable grade and in the order received. If, or once, there is no available enrollment in any grade, applications are added to the applicable waiting list for each such grade in the order received.

(b) The School conducts all lotteries through a method of random selection.

(c) If a family declines an available spot the next child on the waiting list will be offered the spot.

(d) Families who decline an available spot must re-apply to be considered for enrollment.

Once the enrollment period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (i.) a preference list of students given a preference by state law or this policy and (ii.) all other applicants. Additions to the preference list and all other applicants will be shuffled by lot, and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the remaining non-preference applicants. Applicants previously on the non-preference list who submit a timely application for the upcoming school term will be reshuffled along with all new applicants on the non-preference list.

If a family declines an available spot, the next child on the waiting list will be offered the spot. Families who decline an available spot must re-apply to be considered for enrollment.

All applicants still on the waiting list at the beginning of the next enrollment period must submit a new written application for enrollment, and all applicants are subject to the enrollment process described above. *The waiting list does not carry over from year to year.*

IV. OTHER CONDITIONS

An applicant to Notre Ecole may apply only for one grade. Applications that are not valid before the on-time enrollment season closes will not be considered for the general lottery process.

In all instances, however, Notre Ecole reserves the right to place an enrolled student in the most academically appropriate grade regardless of the student's age.

If two or more applicants move to the preferential status waiting list on the same day, they will maintain the ordinal ranking that they had before. An applicant who has been placed on the preferential status waiting list will continue to have preference for that school year as long as he or she maintains a valid application with the school.

An applicant is eligible to receive preference as the child of a current member of Notre Ecole's faculty after the faculty member has begun his or her term of employment at Notre Ecole. The applicant shall immediately be placed at the end of the existing preferential status waiting list. Again, if two or more applicants move to the preferential status waiting list on the same day, they will maintain the ordinal ranking that they had before. An applicant who has been placed on the preferential status waiting list will continue to have preference for that school year as long as he or she maintains a valid application with the school and his or her parent continues to be an employed member with the school. If the faculty member's term of employment is ended for any reason, the child moves to the end of the non-preferential waiting list.

Siblings and foster siblings enrolling in the same grade will be considered as individual applicants and each will have a separate entry in the lottery.

Applicants will be contacted from the waiting lists as spots become available. Open seats can be filled at any time during the year.

General Admission Procedures:

(1) *Order of Admission:* Siblings and Foster Siblings of Already Admitted Students, then Children of Staff Employed at the School, then General Admissions.

(2) *No waiting list carries over from year to year:* All applicants still on the waiting list at the beginning of the next enrollment period must submit a new written application for enrollment to be entered into the lottery. All applicants are subject to the enrollment process described above. Each waiting list is subject to a lottery and redrawn during each admission process each year. The waiting list does not carry over from year to year.

(3) *Multiple births (twins, triplets, etc):* Each student seeking admission completes an application (*i.e.*, not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery. Siblings and foster siblings enrolling in the same grade will be considered as individuals and each will have a separate entry in the lottery.

(4) *Lottery Grade Order:* Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.

(5) *Notification:* Once all lotteries have taken place, all waiting lists have been generated, and enrollment offer indication/databases have been populated for each grade based on places available in classrooms, lottery emails and/or letters will be generated. Notification will be sent to all applicant families in mid- February indicating the applicant's place on the grade-level waiting list for the grade to which they have applied, or indicating that they have been offered a place in a classroom at Notre Ecole for the upcoming school year. The lottery results sent to families are generated from the randomized waiting lists.

(6) *Acceptance Period:* The time period a family has to accept or decline an offer of enrollment is based on when the offer of enrollment is made and will be stated in the letter or email and posted on the school's website. Failure to respond to an enrollment offer within the set response time constitutes a declination of the offer.

A. Standards that may not be used for rejection of application.

Notre Ecole shall establish lottery and enrollment procedures consistent with Minnesota State Law. The school may not use the following standards in determining whether to accept or reject an application for on-time enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's place of residence; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school from proceeding with exclusion.

B. Termination of Enrollment

The school may terminate the enrollment of a nonresident student enrolled under an enrollment option program pursuant to Minnesota State Law at the end of a school year if the student meets the definition of an habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. An "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school 6 without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd.

**NOTRE ECOLE AVAILABLE ENROLLMENT BY GRADE
FOR SCHOOL YEAR 2024-2025**

The Board of Notre Ecole establishes the following available enrollment/seats in each grade for the upcoming school year. These seats are available for enrollment through the end of the first semester or throughout the second semester at the discretion of the school's Coordinators. Please note that Notre Ecole's Board of Directors reserves the right to make provision for grade level under-enrollment, student attrition (reenrolling students who indicate that they are coming back but do not return on the first day of school), and erosion (new students who have been accepted for offered seats but are absent without excuse on the first day of school), and the school may oversubscribe grades.

Available

Enrollment/Seats by Grade:	Maximum of 100
Kindergarten	Maximum of 20
First Grade	Maximum of 20
Second Grade	Maximum of 20
Third Grade	Maximum of 20
Fourth/Fifth Grade	Maximum of 20