



Oxford Preparatory Academy Board Policy

ADMISSIONS AND ENROLLMENT POLICY

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I. Introduction

The goal of the admissions policy of Oxford Preparatory Academy (“School”) is to attract, enroll and retain at the School the broadest spectrum of students and families representative of the rich diversity existing in the County. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School will not discriminate in admissions against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

II. Admission and Requirements for Admission

OPA will implement an open enrollment process as established by the charter and the Board of Directors. Each student will attend OPA on a voluntary basis. No student will be denied admittance to the schools based on race, sexual orientation, religion, ethnicity, national origin, gender, gender identity, disability, or any other protected classification under local, state, and federal laws; including any other characteristics outlined in the definition for hate crimes under Section 422.55 of the Penal Code. Further, at OPA’s Parent Information Meetings, parents will be provided with a very clear and accurate picture of the school’s learning experience so they can make the most appropriate choice for their children.

OPA will adhere to the McKinney-Vento Homeless Assistance Act. This ensures that each parent of a homeless child will have equal access to the same free, appropriate public education as provided to other children.

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School exceeds the school’s capacity, admission (except for existing pupils of the charter school) shall be determined by a public random drawing.

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- Please note: Incoming Kindergarten students must be at least five (5) years of age by September 1, for the current school year. To be eligible for Transitional Kindergarten,

your child must be 5 years of age between September 2 and December 2, of the current school year. If a student will turn five years of age after December 2 during the school year, that student may be eligible for admission to the TK Program on a case by case basis at the discretion of the Executive Director provided space is available.

- No student may concurrently be enrolled at another public school or at a private school that charges the student's family for tuition.
- All students shall reside in the State of California.
- If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.
- A student that has been previously expelled from the School or another educational institution may be admitted to the school at the discretion of the governing board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures, or falsification of any information will result in denial of admission. All eligible students must meet the following requirements:

Complete applications for admission must be timely submitted to the School of choice during the open enrollment period and no later than the deadline published for that school year.

Each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Further, verification of the applicant's birth date and home address will be conducted as part of the application process. Any student that has been denied admission for failure to meet the School's Admission Requirements and Process may appeal to the Executive Director. The decision of the Executive Director is final.

III. Enrollment Process and Guidelines

Oxford Preparatory Academy has two schools with slightly different procedures as outlined in the school charter petitions. Please refer to the individual charter petition for details.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the site and charter specific admission procedures will be enforced. **Failure to comply with any of these procedures, or falsification of any information will result in denial of admission. An admitted student will be removed from the School if failure to comply with these procedures*, or documents containing false information is discovered after admission has been granted.**

****Sibling Placement: If the 1st child enrolled does not attend the school, the Sibling Placement will be revoked.***

An open enrollment period each year will be advertised within each school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

- After the open enrollment period closes, should Oxford Preparatory Academy receive a number of applications from potential students that exceed the number of spaces available within the school, the school will conduct a random public lottery.
- The School will notify the families of the applicants who are placed;
- All applicants who wish to apply after the published open enrollment period will be added to the post lottery wait list.
- Once the wait list is established, a student will remain in that position until he/she is offered a spot in the school or until the end of that academic school year. If applicants from the wait list are offered a position, they must accept or decline that position within three (3) business days. If the family fails to respond within three (3) business days, they will forfeit that offered placement.

IV. Preferences:

The hierarchy of preferences for enrollment in Oxford Preparatory Academy as stated in each Charter Petition will be followed during the lottery.

V. Single Public Random Lottery

A lottery is a random selection process by which applicants are admitted to the charter school. Legislation requires a charter school to hold one lottery that provides qualified students with an equal opportunity to attend the school. Under California state law, enrollment to either of the Oxford Preparatory Academy schools is governed by a Public Random Drawing. OPA shall conduct a single Public Random Drawing for admission to each school for the following academic year. In order to be part of the Public Random Drawing, a family must have a completed and verified application on file within the approved timelines. During the Public Random Drawing, applicants will be drawn out of the container at random by a designated person. At the Public Random Drawing, the applicants drawn are recorded, and the students will be admitted to the school in that order until all available spaces are filled. Those students who do not get placed during the Public Random Drawing in the available spaces will be placed on a waiting list.

The Specific Lottery procedures are identified in each school's Charter.

VI. Home School/Independent Study

Families interested in the Independent Study Program must complete a separate application process.

Adopted: 05/08/18