

## **Board Policy: Enrollment**

**Guiding Principles:** CCA-CFA's standing in the community has been a large part of our success so far. Having a fair and consistent enrollment policy will help CCA-CFA maintain integrity and avoid any appearance of impropriety. CCA-CFA strives to achieve a balance between the needs of the school and the need for parents to have adequate time to make important decisions for their children. Students perform best when they are in attendance from the first day of school. It is in the best interest of the school and the school community if enrollment is kept as close to maximum as possible. Maximizing enrollment helps the school maintain fiscal responsibility.

Parents should be given adequate time to research their options and make sure they make the right school choice.

**Relationship to Mission:** Good attendance and large enrollment promotes rigorous academics and allowing parents enough time to make determinations about what is best for their student promotes meaningful parental involvement.

This policy will promote the following school characteristics: Focus on Achievement, Time on task, and parental involvement.

**Policy:** CCA-CFA will give preference in the lottery process to children of the school's full time employees and children of members of the Board of Directors. Then, preference will be given to siblings of students currently enrolled.

The enrollment preference given to children of staff and board members will not exceed 15% of the total student body in accordance with NC General Statutes Chapter 115C-218.45.

Open spots will be offered to students in the order in which they are numbered based on the lottery process for applications turned in during open enrollment, and then in the order in which applications were turned in after open enrollment.

Siblings of currently enrolled students who were admitted to CCA-CFA in the previous year are granted enrollment priority in the lottery process. Siblings include any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.

During the lottery, multiple birth siblings are entered as one surname in accordance with the NC General Statutes Chapter 115C Article 14 A 115C-218.45

The Board of Directors may refuse admission to any student to CCA-CFA if the student has been expelled or suspended from any NC Public School until the period of suspension or expulsion has expired in accordance with GS 115C-390.5-11.

After the lottery until August 1, parents will have 48 hours after being contacted to accept an open spot for their student, unless other arrangements are made with the Director.

From August 1 through the first 20 days of school, parents will have 24 hours to accept an open spot, unless other arrangements are made with the Director.

After the first 20 days, parents will have 48 hours to accept an open spot, unless other arrangements are made with the Director.

New students will not be enrolled after the first day of the third quarter.

If a student is not in attendance by 9:00 am on the first day of school, and the absence has not been approved in advance by the Director, the office staff will try to make contact with the parents using all of the contact information on the Application for Enrollment. If the parent does not contact the school, or the student is not in attendance by 8:10 am on the 2<sup>nd</sup> day then the student will be withdrawn. If the absence is not approved as an excused absence by the Director, the student will be withdrawn and the next student on the waiting list will be offered enrollment.

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