

**School Lane Charter School
2400 Bristol Pike
Bensalem, PA 19020**

Board of Trustees Policy

ENROLLMENT & LOTTERY PROCESS POLICY

Purpose:

School Lane Charter School ("School Lane") adheres to the State law that requires admission be open to all residents in the Bensalem School District and the Commonwealth of Pennsylvania by lottery or criteria.

Delegation of Responsibility:

The Principal/Chief Executive Officer ("CEO") will conduct the application process and the lottery with the oversight of the Board of Trustees.

Guidelines:

1. Students who are children of founding members and current members of the Board of Trustees of School Lane Charter School have first priority for enrollment.
2. Siblings of currently enrolled Bensalem residential students of School Lane Charter School have second priority for enrollment.
3. Siblings of currently enrolled students of School Lane Charter School from districts outside Bensalem Township School District will have third priority for enrollment.
4. Students who are children of residents of Bensalem Township School District have fourth priority for enrollment.
5. Students of residents of Pennsylvania applicants from districts outside Bensalem Township School District will have fifth priority for enrollment.

Kindergarten Lottery:

- 1) The child(ren) of an original founding member of School Lane is exempted from the lottery process if there is space in the grade sought.
- 2) Siblings (defined as children having one common parent) of students enrolled at School Lane from the prior school year are exempted from the lottery provided there is space available in kindergarten. Siblings of residents of Bensalem School District have first priority for kindergarten placement.

A sibling lottery for Bensalem residents will be held if there are more siblings than seats available. In addition, a separate sibling lottery, for residents of districts outside of Bensalem Township School District will be held if there are more siblings than seats available.

- 3) Kindergarten applicants who are not siblings participate in one of two lottery draws: Bensalem Township School District Residents Lottery and Residents of Districts Outside of Bensalem Township School District. The lottery is conducted annually at the March Board Meeting and will include all applications received from December of that school year to the day prior to the lottery. All applications must be submitted annually for participation in the annual lottery. The wait list from the prior school year is discarded and is not applicable to the next school year lottery.
- 4) Each kindergarten application received will be designated a card with the student's name on it and will be placed in a container/bag and shaken. Each card will be individually drawn by a Board Trustee or a Board designee. Each name will be read out loud and entered on a written list, kept by a second Board Trustee or designee, who will record the student name and "seat number" on this list. Each name drawn will be assigned a sequential number from one until all cards have been drawn.

Notification of Kindergarten Applicants:

The results of the Lottery will be a part of the Board Meeting Minutes and also entered into School Lane database as recorded. In the case of an applicant who has been assigned to the Wait List as a result of the sequential number assigned from the drawing, a "W" will be entered into the database field. Applicants will be notified via phone call and have twenty-four hours to accept placement.

Post-Kindergarten Lottery Application Submissions:

Any applications received after the lottery has been conducted will be entered into the database and coded as Wait List and assigned the next sequential number from the lottery process.

Admissions of Students Grades One through Eight

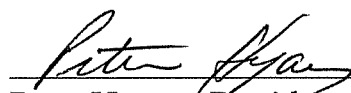
Students wishing to attend School Lane Charter School may complete an application beginning the December prior to the school year they wish to enroll. Applications are time and date stamped to determine order of admittance when an

opening occurs in the grade level the student wished to attend. The above guidelines as to priority are also applied in order to determine who is the next student on the admittance list.

Applications are discarded after the school year in which the student applied is complete.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this day 30 of July, 2009



Peter Hyams, President



Lauren Vazquez, Secretary