



## Gateway Lab School Admissions Procedure 2019-2020 School Year

### **Overview**

Gateway Lab School will advertise application requirements and deadlines for 3rd through 8th grades. We will conditionally admit all students with complete applications that apply before the Choice deadline which will be January 9, 2019. Students will be added as applications are received on a first-come, first-served basis. All applications received after the Choice deadline date, but postmarked by the deadline, will be considered received by the deadline. If undersubscribed at a grade level, all students meeting the application requirements and deadline date will be admitted, and students who apply after the deadline will be admitted on a first-come first-served basis until the desired enrollment at each grade is obtained. If oversubscribed at a grade level by the deadline date, we will publicize and hold the lottery, applying preference as stated in the charter and allowed by state law. The lottery will be held in early February each year if necessary to correspond as closely as possible with the established Choice deadline, in compliance with requirements of Delaware Code 14, Sec. 506. After the lottery takes place, parents are notified within five days. Parents will have one month to complete the full application packet and enroll their child(ren) in the school. We will announce which grades have a waiting list at the school, on the school website. It should be clearly noted that these applications would only be valid for one year. New applications for the following year will need to be submitted for the next year's consideration; the waiting list will not carry over from year to year. Up through ten days prior to September 30th (when funding for the school, based on the number of students, is determined), Gateway Lab School will use the waiting list for admissions. After October 1st, the school may fill any openings as space permits, using the waiting lists already established by the lottery.

### **Procedures**

1. Gateway Lab School will advertise during the Choice application period for grades 3 through 8 from November 5, 2018 through January 9, 2019 for the 2019/2020 school year. All interested parties wanting to attend Gateway Lab School must fill out a Choice application and submit a fully complete application to the school including founders, employees, siblings and any other interested party. All applications received after the deadline, but postmarked by the deadline, will be considered received by the deadline. If oversubscribed at the end of the open

application period, Gateway Lab School will publicize and hold a lottery, applying preferences as stated in the charter and allowed by state law. All applications (inclusive of siblings, employees, founders, etc) received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, Gateway Lab School will conditionally admit students whose parent or guardian submit a fully complete application and all requested documents within the open application period, and will add additional students as applications are received in the order they are received.

2. The Lottery will be held electronically in early February.

3. Gateway Lab School will show preference in filling the positions in the school, as allowed by Delaware State Law. The following preferences will be applied in the order listed below:

A. Children of Founding Members -The Board will maintain a list on file. This number cannot exceed 5% of the total seats available.

B. Children of employees of Gateway Lab School.

C. Children with siblings concurrently enrolled. Once the lottery begins, this preference is applied to the siblings of the newly accepted students.

Residency must be established as of the date of the lottery and proper verification will be required after students have been accepted. NOTE: Residency must be with the primary or shared custodial parent(s) or legal guardian(s) --not other relatives or friends. Residence must be student's primary home, not a rental property, place of business, etc.

Once an applicant is assigned a number on a waiting list for a given grade, that applicant will not receive sibling preference in this fiscal year's lottery due to a brother or sister being admitted to another grade later in the lottery, nor will such an applicant placed on the waiting list provide a sibling preference to a brother or sister who is applying for any other grade(s).

After the lottery, the only preference that would be exercised would be for the child(ren) of a newly hired employee (hired by the school after the open enrollment period closed). They will go to the front of the waiting list in the order their applications are received.

4. The order of the lotteries to determine admission for 2019-2020 will be 3, 4, 5, 6, 7, 8.

5. The intent of the sibling preference law is to keep families together. SIBLING by definition is a:

A. Biological/adoptive sibling

B. Stepsiblings residing in the same household.

C. Foster children residing within the same household

D. Stepsiblings living in different households are not considered for a sibling preference.

E. An 8th grade student or alumnus of the school with a sibling applying for the following year does not qualify as a sibling for entrance preference.

F. Same grade siblings will be treated as one single applicant unit, rather than as multiple applicants. When that one applicant unit is drawn in the lottery, the same grade siblings will be numerically ordered on the waiting list or conditionally accepted dependent upon where in the lottery that applicant unit was drawn.

NOTE: Siblings of current students must submit an application to the school during the open enrollment period to be considered for admission.

6. After the lottery takes place, those who wish to apply may request an application from the office. Once received, the application would be placed on the waiting list in order received.

7. Applications are only valid for one year. New applications for the following year will need to be submitted for next year's consideration. The waiting list does not carry over year to year.

8. Through the 5th (fifth) academic day of the current academic school year, Gateway Lab School will use the waiting list for admissions. Effective the 6th (sixth) academic day of the current academic school year, the School Director may fill or not fill any new openings on a space available basis at his/her discretion. If the school director fills an opening, the established waiting will be utilized, however not necessarily restricted to the grade in which the opening occurred.

10. Any parent requesting that a student apply for a grade other than the grade that student would normally be attending, must submit a written request to the school director at least three weeks prior to the lottery. The parent also must grant permission for Gateway Lab School to obtain copies of records from the child's current school. The school's administration will be the final authority on whether a student should be allowed to skip a grade or repeat a grade.

11. The order of the waiting list is established according to the rules described above. It should be noted, however, that the number of openings in any grade may fluctuate based on other factors such as student withdrawals, retentions, reassignment of students to other grades or specific classes, finances, etc. These changes may occur at any time and will affect the number of openings available but not the order of students on the waiting list established during the lottery process.

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<sup>1</sup>The founders of the school shall be established by the Founding Board in September 2011 by a ¾ majority vote of the Founding Board. Consideration of founders shall be based on their participation on the Founding Board, the Advisory Board or in assisting the Founding Board in establishing the school. Their participation may include the following: formulating and interpreting policy, making decisions related to educational and support programs, making decisions related to building design and development, planning and decision-making regarding budget and finances, communication with the public, partnerships with nonprofit and governmental agencies, marketing and outreach programs, personnel planning, consultant services and other services as needed.