



## **Admissions and Enrollment Policy**

The Leadership School is a free, open enrollment public school for students residing in the 24:1 footprint, within the Normandy Schools Collaborative district boundaries, in which it will operate. This policy covers admission procedures, student enrollment, lottery, waitlist, registration process, including age requirements.

### **I. Admissions**

The Leadership School will be nonsectarian in its programs, admissions policies, and all other operations, and will not discriminate, for admission or otherwise, on the basis of race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, or proficiency in the English language in accordance with [RSMo. 160.410.3](#). The Leadership School will not administer any qualifying enrollment tests or have specific requirements for admission (e.g. minimum grade point average, test scores, discipline records, etc).

### **II. Application and Lottery**

The Leadership School will publicly advertise open enrollment for applicants to apply to enroll for the following school year. If, at the end of the initial application period, the number of students exceeds the school capacity, or the capacity of a grade level, then enrollment will be determined on the basis of a lottery to be conducted within seven calendar days of the close of the initial application period. During the lottery, the following preferences shall apply, not to exceed 10%,

1. Siblings of students already enrolled
2. Children of The Leadership School staff members

### **III. Waitlist**

At the conclusion of the lottery drawing, The Leadership School will notify families of all applicants to inform them of their status. All



students who were not granted admission due to capacity will be given the option to have their name placed on a wait list in the order according to their lottery draw. The Leadership School will enroll students from the waitlist if there is an opening during the school year. Once on the waitlist the student will remain until offered a spot or the family submits in writing to the school that they are no longer interested. The waitlist will be active for six months into the school year. Families must accept an open position within two weeks of being notified of an opening. If the family can not be contacted the student will be moved to the bottom of the waitlist. If the family declines the student will be removed from the waitlist.

#### **IV. Enrollment**

Once offered enrollment, applicants of The Leadership School are expected to provide documentation that correctly identifies their child's age and grade level in both the current and upcoming school year. Once documentation has been verified students will be enrolled in the next consecutive grade level that follows their current grade level. Kindergarten students will be admitted only in accordance with the statutory age requirements described in section V below. Any unilateral retention or promotion decisions will not be made during the admissions process but can be revisited after the first week of school. Consideration for a student that has been expelled from a previous school will be addressed on a case by case basis.

#### **V. Additional Student Enrollment**

The Leadership School will offer all employees at The Leadership School the opportunity to enroll their children as students when eligible under [RSMo. 160.140.2.2](#) which outlines these statutorily approved enrollment preferences. The Leadership School acknowledges and understands that if the student resides outside of the Normandy Collaborative School District, The Leadership School will be exempt from any and all state funding allocations.



## **VI. Age Requirements**

According to Missouri law, to be eligible to attend Kindergarten at The Leadership School a student must have turned age 5 by August 31 of that same school year. Compulsory age in Missouri is age 7.

## **VII. Registration Process**

Once a student has been accepted the family must submit a full enrollment packet including, but not limited to, the following documents:

- Current Immunization and Shot Records
- Completion of Emergency Medical Information Form
- Family Contact information
- Birth Certificate

## **VIII. Notification of Special Needs Students**

In accordance with [RSMo. 160.415](#), The Leadership School will request information about special education services on the enrollment form. Within two business days of enrollment, The Leadership School will request academic, special needs, and discipline records from all schools the student has attended in the last twelve months. To determine the number of at-risk students in each enrolling class, The Leadership School will download direct certification forms and distribute applications for free-or-reduced-priced lunch. The Leadership School will report all required data, including, but not limited to the average daily attendance data, free and reduced price lunch count, special education pupil count, and limited English proficiency pupil count to the state department of elementary and secondary education.