

# Las Américas ASPIRA Academy Admissions Procedure

(Amended 10/23/2014)

1. Las Américas ASPIRA Academy will advertise the **open application period** for all grades beginning at 8 am on or after the first Monday in November and ending at 4 pm on or before the second Wednesday in January for enrollment during the following school year. If oversubscribed at the end of the open application period, Las Américas ASPIRA Academy will publicize and hold a lottery in public, applying preferences as stated in the charter and allowed by state law. Applications received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, Las Américas ASPIRA Academy will conditionally admit all students who apply within the open application period, and will add additional students as applications are received in the order they are received until all available seats are filled.
2. The Lottery will be held at the school in January.
3. Las Américas ASPIRA Academy 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. Founders cannot be added to the list originally established in 2009-2010.
  - B. Siblings of children conditionally accepted during this lottery.  
Once the lottery begins, this preference is applied to the siblings of the newly accepted students.
  - C. Children of employees of Las Américas ASPIRA Academy.
4. The order of the lotteries to determine admission for the school year and thereafter will be done from lowest to highest grade order (i.e., K, 1, 2, 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 8<sup>th</sup> grade student or alumnus of the school with a sibling applying for the following year does not qualify as a sibling for entrance preference. (Effective as of the 2014-2015 school year.)**
  - 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. Unless circumstances dictate otherwise (financial reasons, numbers low in class, employee's child, other) do not admit 8<sup>th</sup> grade students. (Effective as of the 2014-2015 school year.)
7. 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.
8. 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.

9. Through the 5<sup>th</sup> (fifth) academic day of the current academic school year, Las Américas ASPIRA Academy will use the waiting list for admissions. Effective the 6<sup>th</sup> (sixth) academic day of the current academic school year, the Head of School may fill or not fill any new openings on a space available basis at his/her discretion. If the Head of School fills an opening, the established waiting list 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 Head of School at least three weeks prior to the lottery. The parent also must grant permission for Las Américas ASPIRA Academy 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. Students applying for Kindergarten do not necessarily have to be currently enrolled in a pre-K program. A birth certificate showing that the child will turn five-years old by August 31<sup>st</sup> within the year at the start of Kindergarten will be required during the registration process in order for the student to be officially accepted.
12. 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.
13. After the lottery, the only addition to the waiting list would be for the child(ren) of 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.