



## YA 010 Admissions and Lottery Policy

(1) **Enrollment Eligibility:** Enrollment at Yinghua Academy is open to any child who resides in a Minnesota school district. Yinghua Academy does not discriminate on the basis of race, color, creed, religion, national origin, gender, status with regard to public assistance, disability, sexual orientation, age, nor any other protected class. The school district also makes reasonable accommodations for students with disabilities, special needs, and limited English proficiency.

(2) **Knowledge of Chinese Language:** Chinese language proficiency is not a legal requirement to enroll at Yinghua Academy. To ensure success in our program, we highly recommend that children enrolling after the first 5 weeks of first grade and above have knowledge of the Chinese language at a level approximating that of their classmates. A child enrolling after the first 5 weeks of first grade and his/her parents/guardians are strongly encouraged to complete an informal interview with the Academic Director, or other person designated by the Academic Director, to establish the child's level of Chinese proficiency. If a child's Chinese proficiency is significantly below that of same-age peers, we will discuss with the child's parents/guardians regarding the advisability of enrolling the student at the school and/or opportunities to bring the child's proficiency to a comparable level.

(3) **Each school year, the Board:**

- a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions
- b. Publishes by October 1st:
  - i. Yinghua Academy's enrollment application applicable to the following school year, and
  - ii. This Admissions and Lottery Policy.
- c. Establishes and publishes by February 1st the Available Enrollment by Grade applicable to the following school year. Available Enrollment by Grade will be established as a set number for each grade; however, the school will grant automatic enrollment/over-enrollment to currently enrolled students, siblings of currently enrolled students, and children of staff employed at the school, subject to the sibling lottery and staff-children lottery, as applicable.

(4) **Notice to Parents of Currently Enrolled Students And Staff Employed at the School:** Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents of currently enrolled students and staff so that siblings of currently admitted students and children of staff may submit a timely application.

(5) **Currently Admitted Students – Intent to Return:** Prior to the beginning of the open enrollment period, the school asks families to complete an “Intent to Return” form.

(6) **Application Processing:** Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date. One application may be submitted for each student.

(7) **Admissions for Applications Received During Open Enrollment:** All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently admitted students and children of staff employed at the school have preference.

(a) **Siblings of Admitted Students:** Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically admitted unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, a sibling lottery is held for each such grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by siblings, the sibling lottery continues and establishes the sibling waiting list, which has preference over both the staff-children waiting list and the general waiting list. If a student is admitted through the sibling lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

(b) **Children of Staff Employed at Yinghua Academy:** Children of staff employed at the school, who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available enrollment established by the Board for any grade (and after all siblings (of admitted students) who submitted a timely application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list for each such grade, which has preference over the general waiting list. If a student is admitted through the staff-children lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

(c) **General Lottery:** If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade (and after siblings of admitted students who submitted timely applications are already admitted or establish a sibling waiting list, and after all children of staff employed at the school who submitted a timely application are already admitted or establish a staff-children waiting list), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are

included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If all available enrollment in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

(8) **Admissions for Applications Received Outside of Open Enrollment:**

a. **Lateral Entry:** A student who submits an application outside of the open enrollment period is automatically admitted as long as there is available enrollment/over-enrollment in the applicable grade as established by the Board pursuant to Paragraph 3.c., in the order received. If, or once, there is no available enrollment in any grade, applications are added to the applicable waiting list for each such grade, in the order received. Applications by siblings of current students and children of staff employed at the school are given preference. The parents/guardians of a student seeking admission pursuant to this provision will be strongly encouraged to meet with the school's Academic Director before admission to discuss enrollment expectations (see Paragraph 2 above), transportation needs, the child's start date, and siblings who may be on the waiting list or want to be added to it.

b. **Lateral Entry / Lottery Enrollment Notification Process:** Parent/guardian notification of an enrollment opening (for a student on the lottery wait list or a lateral entry) will be by letter. Procedures and timing for response to the offer of admission will be provided in the letter. Students who decline will be moved to the bottom of the appropriate lottery waiting list. A failure to respond to the offer of admission constitutes a decline and the student will be moved to the bottom of the appropriate wait list. It is the responsibility of parents/guardians of students on wait lists to keep Yinghua Academy informed of current contact information. Once the decision has been made to enroll, the parents/guardians must provide the current report card or transcript from the student's previous school, and inform staff if the student is receiving services on a 504 plan or receiving special education services.

(9) The School conducts all lotteries through a method of random selection.

**General Admission Procedures:**

(1) Order of Admission: Siblings of Already Admitted Students, then Children of Staff Employed at the School, then General Admissions.

(2) No waiting list carry-over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.

(3) Multiple births (twins, triplets, etc.): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery. In the event there is one opening in a given grade and the next children on a waiting list for that same grade are siblings, all such children will be admitted and class sizes will increase to accommodate the enrollment.

(4) Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.