

**Policy SY14-15: 6-12 Enrollment Policy**  
**APPROVED November 19, 2014**

Thomas MacLaren will recruit students in a manner that ensures equal access to the school and does not discriminate against students of a particular race, color, national origin, religion, sex, or other legally protected classes. Furthermore, MacLaren's Enrollment Policy, as defined below, is designed to meet the requirements of Colorado Revised Statute 22-30.5-104 (3), ensure equal access to the school, and serve at-risk students (defined as those eligible for free and reduced lunch).

Admission to Thomas MacLaren School will be granted through a lottery process. In order to be eligible for the lottery, interested parents/guardians must complete a Letter of Intent and comply with all of the admission deadlines specified in the Admissions Calendar.

Thomas MacLaren School's Board of Directors has approved a lottery process designed to ensure single-gender classes, as set forth in our charter application. The lottery process also serves to help us achieve our goal of serving 40% low income students, as also set forth in our founding documents. MacLaren's lottery will be on January 31 (unless this date falls on a weekend in which case it would be on the Friday preceding January 31).

1. Thomas MacLaren School will hold separate lotteries for gender-specific sections, in grades 6-12. The Board gives the Head of School the authority to create coed sections if enrollment of one gender is too low to staff one section. Lotteries will begin in the upper grades and move down with the 6<sup>th</sup> grade lottery being the final lottery.
2. Students wishing to enter in grades 7-12:
  - a. Prior to the lottery all students wanting to enter into grades 7-12 must take a grade-placement diagnostic. Letters of Intent for these grades are due three days before lottery date to ensure proper grade placement for the lottery.
  - b. If a student does not pass the grade-placement diagnostic, student will be placed in lottery for one grade lower. MacLaren will administer that grade's diagnostic for the sole purpose of determining which grade lottery the student will be placed in. Every student will be placed in a grade lottery.
  - c. Students who have not had Algebra by grades 10-12 will not be able to sequence into the math program. Thus, passing Algebra is required for admission in grade 10 or higher. Students entering grade 9 who have not had Algebra will be placed into the 8th grade lottery. Students who have not passed Algebra and are seeking admission to high school (grade 10) will be given the opportunity to pass the 10<sup>th</sup> or 9<sup>th</sup> grade diagnostic exam. Students who lack the Algebra prerequisite and cannot pass the diagnostic exam for either 10<sup>th</sup> or 9<sup>th</sup> grade will not be offered admission. Students seeking enrollment in eleventh or twelfth grades will also be expected to show appropriate prerequisites and, if they lack such prerequisites, offered the opportunities to pass a diagnostic exam for their presumed grade and one grade lower.
3. Each section is capped at 25 students in grade 6, 23 in grade 7, 21 in grade 8 and 19 in all high school classes.
4. Priority enrollment will be given to siblings of currently enrolled MacLaren students, and children of founding families, Board members and staff ("Category 1" enrollment).

5. If sections (by grade and gender) remain unfilled after returning students and any Category 1 enrollments, separate lotteries by gender of low-income applicants will be held until at least 40% of each section's enrollment is made up of low-income students ("Category 2" enrollment).
6. If sections (by grade and gender) remain unfilled after returning students, and Categories 1 and 2 enrollments, separate lotteries by gender among all applicants (including any low income students not admitted in the Category 2 lottery) will be held.
7. If all slots are filled, at any time, the lottery process will continue to establish the place of remaining students on a waiting list, which, after the initial date, is first come, first-served, regardless of the basis on which the applicant was selected.
  - a. Students seeking enrollment in grades 7-12 after the lottery will take the grade-placement diagnostic to determine which waitlist they enter. Priority on the waitlist will be determined by the date on the Letter of Intent.
8. Special Education Enrollment: Students who are on an active IEP will be placed in the lottery prior to any screening. Enrollment is conditional, however, upon review of the IEP. Should a question arise about MacLaren's ability to provide the services of the IEP, an IEP meeting will be held to determine final enrollment.

MacLaren has the right to continue to accept students up to Student Count day (usually October 1 of each year). While quite rare, MacLaren reserves the right to accept students after this date. Students who applied for enrollment and were placed on a waiting list, must re-apply the following year; Letters of Intent do not carry over from year to year.