

**K-5 Enrollment Policy
APPROVED October 26, 2017**

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. With a variety of physical media and radio advertisements, and by ensuring the presence of one or more Spanish-language speakers on staff, the school will reach out to target a diverse array of audiences and overcome language barriers. 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 help us achieve our goal of serving 40% low income students, as also set forth in our founding documents. MacLaren's lottery will be held annually on January 31 (unless this date falls on a weekend in which case it would be on the Friday preceding January 31). The K-5 lottery will take place immediately following the 6-12 lottery; the lottery will begin with the 5th grade class. Families will be notified of lottery results shortly after the lottery run. They will be sent an email to the address(es) they submitted on the Letter of Intent, and will have 48 hours to accept or decline the place offered to their child, after which time MacLaren will move down the wait list.

1. Each section is capped at 24 students in each of two sections of free half-day Kindergarten and one section of full-day Kindergarten, for which parents will pay a monthly fee. This monthly fee is determined on a sliding scale based on the student's FRL status. (See the Student Fee Policy; Kindergarten fees are voluntary, not mandatory, as defined by C.R.S. 22-32-117.) Each section is capped at 27 in grades 1-5. Should waitlist allow it, we will enroll two sections per grade.
2. Priority enrollment will be given to siblings of currently enrolled MacLaren students, and children of part-time or full-time employees.
 - a. Children of staff will enter a lottery if staff children would fill more than 20% of a section. If a staff child does not make this lottery, he or she can enter the general weighted lottery as described below.
3. The Board of Directors' Strategic Plan articulates a longstanding goal of increasing the school's population of students eligible for free or reduced-price lunch to at least 40% of total enrollment. Historically we have not been able to meet this target, so if sections remain unfilled after all Priority Enrollment slots are filled, a weighted lottery will be held for each grade. This lottery will weight FRL students at 3:1 relative to non-FRL students. (See Section D of CCSP Grant for explanation of demographic targets and justification for heavily weighting the lottery process in favor of FRL students.)
4. 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.
5. Special Education Enrollment: Thomas MacLaren School seeks to provide an excellent education to a diverse body of students, and seeks to honor the letter and the spirit of the

Individuals with Disabilities Education Act (IDEA) by offering a Free Appropriate Public Education to students in our community. The Letter of Intent does not solicit information about a student's Special Education status.

6. The lottery will be conducted by means of InfoSnap, an online system designed to streamline the enrollment process for parents.

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.