

K-5 Enrollment Policy

APPROVED September 28, 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. 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 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.

1. Each section is capped at 24 students in Kindergarten and 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 staff ("Category 1" enrollment).
 - 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 the lottery, he or she can enter the lottery as a Category 3 student (or Category 2 if applicable).
3. If sections remain unfilled after returning students and any Category 1 enrollments, a lottery 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).
4. If sections remain unfilled after returning students, and Categories 1 and 2 enrollments, a lottery for each grade (including any low income students not admitted in the Category 2 lottery) will be held.
5. 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.
6. 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.