



**Adopted: 04/22/2020 Revised: 03/04/2022 Revised: 9/26/25, Revised: 6/11/26**

## **I. Purpose:**

The purpose of this policy is to explain how Bultum Academy will decide whom to enroll as pupils in the school.

## **II. General Statement of Policy:**

Admission to Bultum Academy Charter School is open to all students, without regard to ability, race, religion, or any other factors, other than the capacity of the program and grade level.

## **III. Procedures:**

(1) Each school year, the Board: (a). establishes by December 31st the open enrollment period applicable to the following school year's admissions; (b). published by December 31st : The school's enrollment application applicable to the following school year, and this Lottery Policy.

(2) Notice to Currently Admitted Students & 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 and staff so that siblings of currently admitted students, foster children of parents of currently admitted students, and children of staff may submit a timely application. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

(3) Application Processing. Each enrollment application received is date-stamped.

(4) Admissions. 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, foster children of parents of currently admitted students, and children of staff employed in school have preference.

## **ADMISSION & LOTTERY POLICY**



**(5) Siblings of Admitted Students: (“Siblings”) and Foster Children of Parents of Currently Admitted Students (“Foster Siblings”):** Siblings and Foster 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 and Foster Sibling applications exceed the available enrollment established by the Board for the applicable grade(s).

If the number of Sibling and Foster Sibling applications exceeds available enrollment in any grade, a combined Sibling and Foster Sibling lottery is held for each such grade. Siblings and Foster 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 and/or Foster Siblings, the Sibling and Foster Sibling lottery continues and establishes the Sibling and Foster Sibling waiting list, which has preference over both the staff-children waiting list and the general waiting list.

**(6) Children of Staff Employed at Bultum Academy Charter School:** 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 and Foster 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 and Foster 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.

**(7) General Lottery:** If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade the school conducts a general randomized lottery. The priority lists for which the lottery proceeds are 1) siblings and foster siblings of admitted students who submitted timely applications and 2) children, including foster children, of staff employed at the school who submitted a timely application, and 3) all other applicants, .

## **ADMISSION & LOTTERY POLICY**



All applications for each such grade(s) 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 or foster siblings in other grades also subject to a lottery, those siblings and/or foster siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

**(8)** Applications received after the open enrollment period expires and no lottery is needed are automatically admitted as long as there is available enrollment as established by the Board in the applicable grade.

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

#### **IV. General Admission Procedures:**

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

**(2) No waiting list carryover 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.

**(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.

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