

Exhibit A

Policy No. 1.02:

Date Board Adopted: May 4, 2009

Date Board Amended: March 27, 2023

Effective Date: March 27, 2023

Policy Category: Admissions

Policy Name: Westlake Academy Admissions Policy

Policy Goal: Communication/Transparency of student and parent requirements for admission into Westlake Academy; Engagement of stakeholders and fiscal stewardship.

Policy Description:

Lottery applications for enrollment for the following academic year are accepted from prospective students from December 1st through January 31st.

Currently enrolled students receive a *Notice of Intent to Return* form in January of each school year. This form asks students to state whether they intend to return to Westlake Academy the following school year and to identify any siblings who wish to attend Westlake Academy the following year. This form must be returned within 30 days of distribution. Students who do not return the *Notice of Intent to Return* form by the deadline, are not guaranteed enrollment for the following school year.

Re-enrollment

Currently enrolled students, admitted after August 1, 2015, who express a desire to return and who continue to reside within an approved geographical boundary are automatically enrolled for the following school year upon timely receipt of the *Intent to Return* form, subject to meeting one of the following conditions:

- a currently enrolled student who originally obtained admission to the Academy based on the student's residency in the primary geographic boundary; or
- a currently enrolled student who obtained admission as the child of a full-time Town of Westlake employee retains the right to re-enrollment only if the student's parent continues to be employed by the Town of Westlake on a full-time basis; or
- a currently enrolled student who gained admission through the lottery through or through the sibling waitlist.

Vacancies in each grade level are then determined.

New Primary Boundary Student Applicants

Primary boundary students are defined as children of Town of Westlake residents. If the number of eligible Primary Boundary applicants does not exceed the number of vacancies, then all eligible applicants who timely applied will be offered admission. If there are more Primary Boundary applicants than spaces available, a Westlake resident lottery will be held to establish the order that enrollment will be offered to Primary Boundary residents.

New Secondary Boundary Student Applicants

Secondary Boundary students, also defined as transfer students, live in one of our approved school districts as defined in our Charter. Once all Primary Boundary students have been considered, Secondary Boundary students will be considered for enrollment.

If the number of eligible Secondary Boundary applications exceeds the number of vacancies, the admission of Secondary Boundary applicants shall be determined by lottery.

The following applicants are exempt from the lottery and are given priority in admission, so long as the total number of these students constitutes only a small percentage of the total school enrollment.

Exempt applicants:

- Children of the Founders of Westlake Academy
- Children of Town of Westlake full-time employees
- Siblings of admitted and returning students

Secondary Boundary applicants are randomly drawn through an annual lottery to create a waitlist for each grade level. As vacancies arise, the individual on the waitlist with the lowest number drawn will be offered admission.

Order of Offer of Enrollment for New Applicants

Grade-level vacancies are filled in the following order:

- 1) Children of Town of Westlake residents
- 2) Children of Founders of Westlake Academy
- 3) Children of Town of Westlake full-time employees

- 4) Siblings of admitted and returning students
- 5) Secondary Boundary students from the lottery waitlist

Upon an offer of enrollment, students must provide records demonstrating they have met standards for entry into the grade for which they have applied. Should there be a discrepancy in the application grade level of the student and his/her educational records or performance level, the student is subject to administrative disenrollment.

Westlake Academy Charter School does not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

Westlake Academy will not enroll any student with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code Chapter 37, Subchapter A. The Academy further reserves the right to remove a student per the Discipline Policy/Code of Conduct should it become known that a student has a history of criminal offense, juvenile court adjudication or discipline problems which was not disclosed upon application to the school.

Date Amended:

08/03/09

01/10/11

08/15/11

09/12/11

08/13/12

06/03/13

06/02/14