

**Policy No. 1.02:**

**Date Board Adopted:** May 4, 2009

**Date Board Amended:** ~~January 31, 2024~~ December 9, 2024

**Effective Date:** \_\_\_\_\_

**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:**

Applications for enrollment for the following academic year are accepted from prospective students from December 1 through January 31 of each year. ~~Applications received after January 31, applications for enrollment will be considered only for students that reside in the primary boundary or students applying for enrollment in grades 9-11 that live in a secondary boundary. Applications received after January 31~~ will be considered for enrollment after the completion of the lottery process based on the applicant's status as a primary or secondary boundary applicant and will be placed on the appropriate wait list for the applicable grade based on the date of the application.

**Re-enrollment for Current Students**

~~Currently enrolled students receive a Notice of Intent to Return form in February 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 apply for admission to Westlake Academy for the following school 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.~~

Unless the Academy receives notice that a student does not intend to return, ~~C~~currently enrolled students ~~who provide timely notice of the intent to return and~~ who continue to reside within an approved geographical boundary and are otherwise in good standing with applicable law and Board policy, are automatically enrolled for the following school year, subject to the following condition: 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.

The number of vacancies in each grade level are then determined.

### **Primary Boundary Student Applicants**

Primary boundary applicants are defined as students who reside within the boundaries of the Town of Westlake as described in Board Policy No. 1.01. Primary Boundary applicants receive priority consideration for enrollment at Westlake Academy. 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 lottery will be held for all Primary Boundary applicants to establish the order that enrollment will be offered.

### **Secondary Boundary Student Applicants**

Secondary Boundary applicants, also defined as transfer students, are defined as students who reside within the geographical boundaries of one of the approved school districts identified in Westlake Academy's charter. After all Primary Boundary applicants have been considered, Secondary Boundary applicants will be considered for enrollment.

If the number of eligible Secondary Boundary applicants exceeds the number of vacancies, a lottery will be held for all Secondary Boundary applicants to establish the order that enrollment will be offered.

### **Exemptions from the Lottery**

The following categories of applicants are exempt from the lottery process and are given priority in admission in the order identified below, so long as the total number of students admitted through exceptions below constitutes only a small percentage of the total school enrollment.

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

Applicants participating in a lottery that are not offered enrollment prior to the beginning of the school year are placed on a waitlist by grade level according to the lottery results.

### **Enrollment Process**

Upon receiving an offer of enrollment, a student must provide records consistent with the Academy's enrollment procedures demonstrating the student has met the standards for entry into the grade for which the student applied. Should there be a discrepancy in the application grade level of the student and his/her educational records or performance level, the student's enrollment may be revoked.

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 a student with a documented history of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code Chapter 37, Subchapter A. If an applicant misrepresents or fails to disclose information about the student's discipline history during the enrollment process, the Academy reserves the right to revoke the student's offer of enrollment or unenroll the student from the Academy.