

Wayne Preparatory Academy
Application & Lottery Guidelines
January 2018

School Information:

Mailing Address

Wayne Preparatory Academy
600 Tommy's Road
Goldsboro, NC 27530

Contact Information

919-734-8085

Website: www.wpanc.org

General Email: info@wpanc.org

Admissions Email: applications@wpanc.org

School Hours

Monday: 7:40a – 8:10a Drop-off
8:10a – 1:00p Instruction
1:00p – 1:30p Pick-up
Tuesday – Friday: 7:40a – 8:10a Drop-off
8:10a – 3:30p Instruction
3:30p – 4:15p Pick-up

Communications & Marketing Plan:

WPA Board Member:

Mrs. Sharon Thompson

WPA Contact:

Mr. John Twitty

Admission Policy: 2018-2019 Wayne Preparatory Academy

Purpose: This policy is in place to address the process for handling admissions at WPA. The goal of this policy is to declare the process and methods that will be used to admit scholars in a fair and consistent way that does not offer priority to any scholar except those specifically noted in charter school law GS 115C-218.45 (g)(1).

WPA is a tuition-free charter school authorized by the state of North Carolina. As a charter school, WPA will be open to all scholars who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any scholar on the basis of ethnicity, national origin, gender or disability. WPA will open applications for enrollment for the **2018-2019** school year on **January 29, 2018**. Applications for enrollment will remain open until **April 13, 2018**. At that time the determination will be made as to whether a lottery will be required or if rolling enrollment will continue until all scholar slots are filled in **grades K-8**. If there are more applicants in a specific grade than there are spots available, we will hold a **Lottery at 6:00 PM on April 19, 2018** in an open meeting.

No criteria for admission will be used except the completed application. The application may be completed online through our website (www.wpanc.org), unless a family is unable to access the site. In that case, we will provide access to the application on-site at WPA as requested.

Enrolling Multiple Siblings:

Families enrolling multiple siblings will have one surname entered into the lottery to represent all of the siblings applying at the same time. The surname will be entered at the grade level with the most available openings. Should there be equal available openings across the applied grades the highest grade will be used for the application. If that surname is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. If there is no space available, remaining siblings will be placed on the waitlist in the order of the admitted siblings.

Enrollment Priority:

WPA will follow all rules and regulations regarding enrollment priority as specified in charter school law GS 115C-218.45 (g)(1).

The following two groups will have enrollment priority at WPA for the 2018-19 school year in the order that follows but may not exceed 15% of the total population of the school.

1. Children of the initial Board Members
2. Children of full time employees

Siblings of Currently Enrolled scholars:

As aligned to GS 115C-218.45 (g)(1) WPA remains committed to the priority placement of siblings of currently enrolled scholars who were admitted to the charter school in a previous year to the extent that space is available. The term “siblings” is defined under the law to include any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.

Lottery 2018-2019

Wayne Preparatory Academy’s Lottery will be completed in the order of greatest availability by grade level. Should multiple grade levels contain the same number of slots for availability WPA will begin with the oldest grade level. The lottery will begin with Enrollment Priority for siblings of currently enrolled scholars and then remaining slots will be filled until 95% of all available slots in each grade level are filled. Remaining applicants will be pulled via the same lottery system and will be placed on the waitlist in the order which they lottery. This waitlist will be used in the event that a spot opens and the school chooses to fill the vacant position.

Lottery Results:

Wayne Preparatory Academy will notify the primary parent/guardian of the lottery results by **April 25, 2018** using the applicant's registered email address provided on the online application. Should the primary parent/guardian not have a registered email, a WPA Team member will notify the primary parent/guardian using the applicant's registered primary contact phone number.

The results and the waitlist will be updated regularly to allow parents to determine their current place on the waitlist. Parents of scholars placed on the waitlist will receive periodic communication via email or mail as to the status of the waitlist.

Rolling Enrollment:

Any scholars applying after the open enrollment period will be placed on the waitlist directly after any waitlisted scholars from the lottery in the order the application was received.

Enrollment Forms for Registration:

Any scholar admitted to WPA needs to complete the enrollment process by turning in a completed Registration Packet as an indication of acceptance. The Registration Packets will be available in the main office of the school. Scholars admitted to Wayne Preparatory Academy as of the Lottery date will have until **Wednesday, May 10, 2018 at 3:45 PM** to accept or decline enrollment. Scholars admitted between **June 1, 2018** and **August 13, 2018** will have **3 days** to accept or decline enrollment at the school. Any remaining slots as of **August 13, 2018** will be available on a first come first serve basis to

remaining waitlisted scholars. At any time in the application process if the school does not receive the Registration Packet in the specified time period, the Director may decline enrollment to the scholars and proceed to open those slots to the waitlist. As slots at the school become available, waitlist notification will be conducted via email [and telephone should an applicant not have access to email].

WPA's Right to Refuse Enrollment:

WPA reserves the right to refuse to enroll any scholar currently under a term of expulsion or suspension by his or her school until that term is over.

WPA reserves the right to refuse to enroll a scholar if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a scholar has accepted enrollment at the school, but does not appear at the school in the first 3 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the **3rd day** of school, WPA reserves the right to remove the scholar from the enrollment roster.

Contact WPA to request support for completing the Application.

Office: 919-734-8085

FAQ: Application, Lottery, and Registration

1. How do I apply to attend WPA during the **2018-19** school year?

Applications will be available on our website: www.wpanc.org beginning **January 29, 2018**. If you do not have access to the Internet you can contact the school at: 919-734-8085 to request support for completing the application.

Multiple Siblings? An Application will need to be filled out for each individual sibling.

2. What if I want to learn more about the school prior to completing the application?

WPA will be hosting multiple events during the Application for Enrolment period. Schedule to attend an event and learn more about what WPA can offer you and your child(ren).

3. What if one of my children already attends WPA, do I have to fill out an application again?

No. Any children that currently attend WPA do not have to reapply.

4. I have a child that attends WPA and want to enroll his sibling, do I have to complete an Application?

Yes. If you have a child that currently attends WPA and wish to apply for an additional sibling to attend you need to complete an application for the additional sibling. WPA does provide placement priority to siblings of currently attending children to the extent that space is available [refer to policy].

5. How will I know if my application was submitted correctly?

The first indicator of a successful submission will be a prompt that you will see after pushing the submit button:

Further, you will receive an informational email from WPA within 5 business days of your submission.

6. What should I do if I don't receive the informational email?

Contact Wayne Preparatory Academy at: admissions@wpanc.org.

- Subject line please type: Application Inquiry
- Body of the email please type: Inquiry into application submission for "scholar

Last Name, First Name.”
A WPA Team Leader will respond with an update regarding your inquiry.

7. What do I do after I submit the application?

The application and enrollment period will remain open through **April 13, 2018** until 12:00 AM. At that time the determination will be made as to whether a lottery will be required. If a lottery is determined as needed, it will be held on **April 19, 2018** at 6:00 PM in an open meeting that parents are encouraged to attend. By Wednesday **April 25, 2018** all applicants will be notified of the results of the lottery and the status of acceptance.

As you patiently wait to be notified of the status of acceptance, schedule time to attend the social events that will be held during the Application and Enrollment Period.

8. What if it is determined that there isn't a lottery needed?

If it is determined that a lottery is not required then applicants will be notified of the status of acceptance.

9. What do I do if my child is accepted to attend WPA?

Any scholar admitted to WPA needs to complete the enrollment process by turning in a completed Registration Packet as an indicator of acceptance. Registration Packets will be available in the main office of the school. scholars admitted between **June 1, 2018** and **August 13, 2018** will have **3 days** to accept or decline enrollment at the school. Any remaining slots as of **August 13, 2018** will be available on a first come first serve basis to remaining waitlisted scholars. At any time in the application process if the school does not receive the Registration Packet in the specified time period, the Director may decline enrollment to the scholars and proceed to open those slots to the waitlist

10. What do I do if my child is not accepted to attend WPA?

In the event that a lottery is held and some applicants are not accepted into WPA a waitlist will be generated and those applicants will carry their lottery number onto the waitlist. Rolling Enrollment will remain open through the first 40 days of the 2018-19 school year. If space becomes available during that time the school will fill those spaces using the waitlist. Parents/Guardians with children on the waitlist will receive periodic updates on the status of the waitlist. It is not uncommon for a charter school to fill 10-15 spaces using their wait list prior to the close of enrollment in mid October.