



**SY19-20.2 Lower School Enrollment Policy (K-5)**  
**APPROVED July 25, 2019**

Thomas MacLaren School 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. With a variety of physical media and radio advertisements, and by ensuring the presence of one or more Spanish-language speakers on staff, the school will reach out to target a diverse array of audiences and overcome language barriers. Furthermore, MacLaren's Enrollment Policy, as defined below, is designed to meet the requirements of Colorado Revised Statute 22-30.5-507 (3), ensure equal access to the school, and serve at-risk students (defined as those eligible for free and reduced-price 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 Enrollment Calendar, found on the school website.

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 held annually on January 31 (unless this date falls on a weekend, in which case it would be on the Friday preceding January 31). The Lower School lottery will begin with the Kindergarten class. Families will be notified of lottery results shortly after the lottery run. Families have 48 hours to accept or decline the place offered to their child, after which time MacLaren will move down the wait list.

1. Each section is capped at 18 students in each of two sections of half-day Kindergarten and one section of full-day Kindergarten. Each section is capped at 27 in grades 1-5.
  - a. Letters of Intent must be submitted no later than two business days before the lottery to be included in the lottery.
2. Priority enrollment (Category 1) will be given to siblings of currently enrolled MacLaren students, and children of part-time or full-time employees.
  - 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 this lottery, he or she can enter the general weighted lottery as described below.
3. Priority enrollment (Category 2): The Board of Directors' Strategic Plan articulates a longstanding goal of increasing the school's population of students eligible for free or reduced-price lunch (FRL) to at least 40% of total enrollment. Historically, we have not

been able to meet this target, so if sections remain unfilled after all Category 1 Priority Enrollment slots are filled, a weighted lottery will be held for each grade. This lottery will weight FRL students at 5:1 relative to non-FRL students.

4. On the day of the lottery, if any sections remain unfilled after returning students are determined, open slots are determined by the Priorities listed above, after which the lottery process will continue to establish the place of remaining students on a waiting list, according to the preferences above:
  - a. Any siblings of students who were offered a spot during the lottery will receive preference on the waitlist; this preference ends if a sibling withdraws.
  - b. Lottery for remaining spots will fill out the waitlist.
5. After the day of the lottery, the waitlist will be adjusted to continue to give siblings preference.
6. Special Education Enrollment: Thomas MacLaren School seeks to provide an excellent education to a diverse body of students, and seeks to honor the letter and the spirit of the Individuals with Disabilities Education Act (IDEA) by offering a Free Appropriate Public Education to students in our community. The Letter of Intent does not solicit information about a student's Special Education status.
7. The lottery will be conducted by means of PowerSchool Registration, an online system designed to streamline the enrollment process for parents.

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.