



CARDINAL McCLOSKEY
COMMUNITY CHARTER SCHOOL

Admission and Enrollment Policy

1. Purpose and Legal Authority

The School admits students through a process that is **random, transparent, equitable, and non-discriminatory**, consistent with Education Law §2854 and applicable federal laws.

2. Non-Discrimination

The School does not discriminate based on race, ethnicity, national origin, religion, gender, disability, English language learner status, or socioeconomic status.

The School does **not** use:

- Entrance exams
- Interviews or essays
- Academic screening

3. Eligibility

- Open to all New York State residents
- Preference for students residing in the district, as permitted by the charter
- Students must meet age/grade requirements

4. Recruitment and Outreach

The School conducts outreach to ensure access for:

- Students with disabilities
- English Language Learners / Multilingual Learners
- Economically disadvantaged students

Outreach includes multilingual materials, community events, and partnerships.

5. Application Process

- Annual application window with published deadlines
- Applications available online and in paper format
- Minimal required information collected
- Late applicants placed on waitlist

6. Lottery Procedures

If applications exceed seats:

- A **random lottery** is conducted
- Lottery is publicly noticed and documented
- Families may observe

Preferences (if applicable):

1. Siblings
2. Children of staff (within limits)
3. District residents

7. Waitlist Management

- Waitlists maintained by grade
- Ordered by lottery results
- Seats offered in strict order
- Records maintained for audit

8. Enrollment Requirements

Families must submit:

- Proof of age
- Proof of residency
- Immunization records
- Home Language Questionnaire
- Prior school records

Failure to meet deadlines may result in seat forfeiture.

9. Special Populations

Students with Disabilities: Services provided per IEP and federal/state law

ELL/MLL Students: Identified and served per NYSED Part 154

No student is discouraged from enrolling.

10. Retention

Students are automatically re-enrolled in subsequent grades.

11. Withdrawal

- Written notice requested
- Records transferred promptly

12. Compliance and Record keeping

The School maintains:

- Applications and lottery records
- Waitlists
- Enrollment documentation

Records are available for NYSED review, audits, and renewal.

13. Enrollment Grades, Staff Children, and Backfill

Grades Served and Admissions:

Cardinal Mc Closkey Community Charter School currently serves students in Grades K–5 and, subject to approval of its charter renewal and expansion request, intends to serve students in Grades 6–8. The School will admit students in the grades authorized by its charter. Admissions will be conducted in accordance with the School’s approved charter, applicable New York State law, and SUNY Charter Schools Institute requirements.

Children of School Employees:

Children of School employees are eligible to apply for admission to the School. However, children of employees may not constitute more than 15% of the total student enrollment of the School. Employee children will participate in the same admissions process and will be subject to all applicable admissions requirements and enrollment limitations.

Backfilling Vacant Seats:

The School will backfill seats that become vacant during the school year or between school years, consistent with the School's charter and applicable law. When a vacancy occurs, the School will offer the seat to the next eligible student on the applicable grade-level waitlist. If there is no waitlist, the School will conduct admissions in accordance with its approved admissions procedures.

13. Annual Review

Policy reviewed and approved annually by the Board.