



## **Sussex Montessori School – Enrollment Preference**

### **Preference Criteria**

Three groups of students will be afforded preference for admissions to SMS. As previously noted, 'seats available' or 'open positions' for enrollment will be determined by grade level openings and the approved maximum enrollment established in the school's charter.

When there are more applicants for grade level enrollment than 'seats available,' admissions preferences shall be applied in the following sequence:

1. Children with siblings concurrently enrolled at SMS
2. Children of the school's founders (no more than 5% of the school's total enrollment) Children of staff members employed on a permanent basis at the school for at least
3. 30.0 hours per week during the school year

### **Children with Siblings Concurrently Enrolled**

Siblings of students enrolled at SMS shall have preferential enrollment placement for 'open positions.'

SMS shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence.

### **Children of the School's Founders**

Children, adopted children, and stepchildren shall receive preferential enrollment placement for 'open positions.' The School's Founders are those individuals identified as the Founding Board of Directors in the charter application for SMS.

### **Children of Staff Members Employed on a Permanent Basis**

Children, adopted children, and stepchildren of employees of the school (employed on a permanent basis by SMS at least 30.0 hours per week) shall receive preferential enrollment placement for 'open positions.'

### **Plan for Selecting Students**

Prior to the first week in November each year of school operations, the school leader shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon 'seats available' by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period will be announced to take place from the first Monday in November through the second Wednesday in January each year. The exact dates and times of the application period will be defined and published annually.
- Applications for enrollment will be completed through the online application portal managed by the Data Service Center.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of invitation, with a request for the parent to accept the invitation
- Following acceptance of the invitation to enroll, a Parent Enrollment Letter will be sent providing information about student registration, to include a Certification of Intent to Enroll – the one year commitment to ensure the student remains enrolled at the school for one full year, as prescribed by law.
- Applications received after the open enrollment period will be handled on a first- come, first-served basis.