

# New Bedford Academy

## "Taking Kids Into the Future"

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### Enrollment and Student Admission Lottery Procedure For the 2021-2022 Academic Year

#### POLICIES

##### 1. Class Size

The openings available in the Academy are as follows:

	Maximum Students	Classrooms
Early 5's +Kindergarten	30	1
First + Second Grade	30	1
Third + Fourth Grade	30	1
Fifth + Sixth Grade	30	1
Seventh + Eighth Grade	30	1
Total	150	5

**Note: Final class size for 2021-2022 will be determined by the actual class sizes on the Fall 2021 count.**

**Enrollment for the current academic year (2020-2021 school year) will remain open indefinitely unless a section/ grade is at full capacity. In this case, the parent/ guardian will be instructed to enroll for next year.**

##### 2. Re-enrollment of current students.

Students currently enrolled in the Academy will be automatically admitted for the 2021-2022 school year as long as they have applied for re-enrollment **starting Monday, February 8, 2021 through the deadline date of Thursday, February 25, 2021.**

##### 3. Enrollment for new students- Sibling Preference.

Students not currently enrolled in the Academy who would like to apply for admission and have a sibling currently attending the school may apply for enrollment **starting Friday, February 8, 2021 through the deadline date of Thursday, February 25, 2021.** These students will be given first priority when filling vacant seats and in the lottery if a lottery is necessary. This does NOT guarantee a seat for the 2021-2022 school year.

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#### 4. Enrollment for new students- Non-Sibling Preference

Students not currently enrolled in the Academy who would like to apply for admission and do NOT have a sibling currently attending the school may apply for enrollment **beginning Friday, February 26, 2021 and ending Saturday March 13, 2021.**

**A registration session will also be held on Saturday March 13, 2021 from 10 a.m. to 12 p.m.**

**NOTE:** Currently enrolled students and new students who are siblings, who missed the February 25, 2021 deadline window may still enroll after this period but will NOT be afforded re-enrollment or sibling preference status when filling vacant seats or in the lottery process.

#### 5. Enrollment for under-subscribed grades

- a) All students will automatically be enrolled in grades that are not over-enrolled.
- b) Siblings of students enrolled in grades not at maximum enrollment will be enrolled next.
- c) If the siblings of enrolled students fill a grade, that grade will have a sibling lottery.
- d) The Academy will continue to receive applications for that grade level as long as necessary, to complete full enrollment. Such applications received after the deadline will be enrolled in order received.

#### 6. Random selection lottery for over-subscribed grades

Students will be selected for admission by random lottery for each grade that exceeds the maximum number of students per grade if their applications were received by the **deadline date of March 13, 2021.** Applications received after the deadline for each grade that has reached full enrollment, will be placed on the official waiting list after those chosen in the lottery in the order in which they were received.

#### 7. Lottery Date

Should a lottery be required, the Academy will hold the random selection lottery on **Monday March 15, 2021 at 1 p.m.** at New Bedford Academy art room located at 6315 Secor Road Lambertville, Michigan 48144.

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### **8. Record of enrolled students**

As the numbers which represent the students are selected, lottery officials will call their name and document the place-holder they are chosen for, on the lottery form.

### **PROCEDURES**

Admission of applicants for over-subscribed grades

#### **Step 1: Pre-Lottery Set-up**

All student groups (re-enrolled students, siblings and non-siblings) will be sorted alphabetically within their grouping. All students who reenroll will be assigned a number. New students who are siblings will be given the next sequential numbers for each grade, followed by the non-sibling applicants. (For example, if 50 1<sup>st</sup> grade students reenroll for 2<sup>nd</sup> grade, they will be assigned numbers 1-50. The 5 sibling applicants for 2<sup>nd</sup> grade will be sorted alphabetically and assigned numbers 51-55, and the 1 non-sibling applicant will be sorted alphabetically and assigned number 56). An index card will be created for each new student applicant, complete with the student's status (sibling or non-sibling), student's name and enrollment number detailed on it. An Excel spreadsheet form will also be populated with the same information and utilized during the lottery procedure.

#### **Step 2: Admission of applicants for all grades- Lottery**

At the open meeting for the lottery, The Academy will begin with the lowest grade and work to the highest grade, starting with the siblings and concluding with the non-siblings for each grade. It will be announced at the start of each grade, if in fact a lottery is necessary. If it is necessary, the index cards with the student's names will be folded and placed in a receptacle (hat if you will) and drawn randomly. The cards will be drawn by one individual and recorded by the other conducting the lottery. The cards will be noted with the place they take on the list.

#### **Step 3: Formal Enrollment Notification**

At the conclusion of the lottery and within a reasonable amount of time following the lottery, the results will be documented by the management company and delivered to the school. The administrative assistants will then send out confirmations to the parents of:

1. All re-enrolled students;
2. To all new students who received a seat for the upcoming school year and;
3. To those students who were placed on the waiting list.

Students who enrolled after the enrollment windows closed will be added to the waiting list in the order in which they turned in the necessary application and documents. Once the enrollment window closed, all enrollment is treated on a first-come first-served basis.

Along with enrollment information for the upcoming year, parents will also be provided notification of the first day of school for the upcoming year and the rules by which they have to

6315 Secor Road Lambertville, MI 48144-9546  
Telephone (734) 854-5437 Fax (734) 854-1573

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comply in order to keep their student's seat for that year. Specifically, all students must be present by the first Friday of the first week of school or provide formal notification as to why their child is not in session. The excuse must be reasonable for the principal to agree to leave that seat occupied by that student. If the student is not in session they will be withdrawn from the school and the first student on the waiting list will be contacted. If after three attempts that student cannot be contacted, the school will proceed to the next student and so forth until all seats are filled.

**NOTE ON SIBLING PREFERENCE:**

If a student is selected for a grade level that still has openings available, but the student has a sibling applying for a grade that no longer has openings available, the student will be placed in the accepted student grade level file, and the sibling will be placed on top of the waiting list, but not before other siblings. Therefore, while a "sibling preference" applies to the lottery process, siblings are not guaranteed admission to the Academy.

**APPEALS PROCESS**

Any parent or guardian who wishes to contest or appeal any aspect of the lottery selection process may do so by writing to the Board President.

Mr. Timothy Rothman, New Bedford Academy, Board President

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Following receipt of the written appeal, a representative of the Board of Directors will contact you to discuss the nature of your concern or objection. Final decisions regarding appeals or complaints about lottery procedures will be made by vote of the Board of Directors in an open meeting.

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**RESOLUTION OF BOARD OF DIRECTORS**

**WHEREAS, The Academy Board of Directors will begin the enrollment process for the 2021-2022 academic year and desires to provide parents and students with clear guidelines for the process;**

**NOW, THEREFORE BE IT RESOLVED, that the Academy Board adopts the attached Student Admission Lottery Procedures for the 2021-2022 academic year and the Admission Policies and criteria to govern the selection process.**

**I certify that the foregoing resolution was duly adopted by the Academy Board at a duly noticed open meeting held on March 8, 2021 at which a quorum was present.**

By: \_\_\_\_\_



**Tiffany Glenn, Board Secretary**