



## ADMISSION & ENROLLMENT POLICIES

### Qualifications for Acceptance

Tunbridge Public Charter School (TPCS) currently serves grades PreK-4<sup>th</sup> and is open to all Baltimore City students that meet the residency and age requirements. Like all public charter schools in the Baltimore City Public School System (City Schools), students are chosen by lottery, not by grades or tests scores.

There is no tuition for Baltimore City residents. If, however, a student lives outside of the Baltimore City area, upon acceptance, a tuition fee will be charged and is determined by the City Schools Office of Student Placement (410-396-8600). Proof of residency will be required for all incoming students.

In accordance with the policies of the City Schools, there are specific age requirements for PreK-1<sup>st</sup> grade students. Those requirements are listed below:

Pre-Kindergarten applicants must be 4 by September 1<sup>st</sup>

Kindergarten applicants must be 5 by September 1<sup>st</sup>

1<sup>st</sup> Grade applicants must be 6 by September 1<sup>st</sup>

For guidance on exceptions to these policies, please contact the TPCS Administration or the City Schools Office of Student Placement at 410-396-8600.

### The Application Process

In order to be considered for admissions, the parent must complete the *TPCS Admission Application*. This form is available in our main office and online at [www.tunbridgepcs.org](http://www.tunbridgepcs.org). The deadline for consideration in the lottery has already passed for the 2011-12 school year. All applications received at this point are placed directly on our waiting list. Applications will continue to be accepted for the 2011-2012 school year until October 14, 2011. Enrollment reopens for PreK-5<sup>th</sup> grade students, for the 2012-13 school year on December 1, 2011. All applications must be received by February 17, 2012 at 5PM to be considered for the lottery, which be held between February 20, 2012-February 24, 2012. We will post the specific date for the lottery when we receive it.

Enrollment preference is granted for students with a sibling that is already enrolled at TPCS. These siblings will only be accepted based on the space available in their grade level. For further explanation of our sibling policy please contact the TPCS Administration.

## **The Lottery Process**

Our next lottery will be held in late February. The lottery is open to the public and is monitored by a designated City Schools official. During the lottery, students are randomly drawn to fill the vacancies in each class. Siblings are given preference prior to the lottery drawing. Should the number of siblings of enrolled students exceed the number of spaces available, a separate lottery will be conducted among sibling applicants to determine who will be offered admission. After the order of sibling applicants has been established, a lottery is conducted for all other applicants. Once a class reaches capacity, the remaining students will be assigned a position on the waiting list based on the random order in which they were drawn. If there are no spaces available in a particular grade, names will be drawn directly for the waiting list.

The results of the lottery are mailed during the first week of March. If your child has been accepted, then it is imperative that a *Letter of Intent* form is returned to the school by the designated deadline. The *Letter of Intent* form is a document that must be signed by the parent and affirms that the child will attend our school. If a parent declines acceptance or fails to respond by the deadline, then his/her child's seat will be offered to the next person on the waiting list. The newly accepted student will then be contacted via phone and mail of the vacancy and must return a *Letter of Intent* form by a new deadline.

If your child is waitlisted, please don't let that discourage you. There is still a possibility that a seat could become available in the upcoming months. Applications will continue to be accepted through mid-October.

## **Registration Steps after Acceptance**

Once your child has been accepted and a *Letter of Intent* form has been received, there are several documents that are necessary to prepare for the start of school. These forms and guidelines are clearly defined in the *TPCS Registration Packet* available in the main office. All forms and documentation must be completed prior to the start of school. Incoming students will be assessed academically for homeroom placement and can expect frequent contacts during the summer months to meet their new teacher and classmates.