

### **1.1 ENROLLMENT AND LOTTERY POLICY**

An Open Enrollment period is established each year at the commencement of enrollment for the upcoming school year. Open Enrollment dates will be posted on the website and made available through the school calendar. Signs will also be posted on the outside of our building.

Vanguard Academy will enroll all eligible students who submit an application by the stated deadline, unless the number of applications exceeds the capacity of the School's program, class, grade level, and/or the building. If the number of applications exceeds the capacity of a class, grade level, or the building, students shall be selected through a randomized lottery process as outlined in Utah State Code (536-6-502) 53A-1a-506(2)(b)(i and ii) giving preference as allowed by state law on the following basis:

1. First preference in enrollment is given to children and grandchildren of the founding members of Vanguard
2. Second preference in enrollment is given to children and grandchildren of the Vanguard Governing Board members.
3. Third preference in enrollment is given to siblings of currently or previously enrolled students.
4. Fourth preference will be given to children of School employees.

Open Enrollment is for all families with students who will be new to Vanguard for the next school year.

Returning students will need to fill out an Intent to Return Form and submit it to the Office.

Submission of an enrollment form during the Open Enrollment period does not guarantee admission of any child. Should a lottery become necessary it will be scheduled and announced. All enrollment form must be received by the posted due date to be included in the lottery.

Once the Open Enrollment/Lottery results have been determined, families will be notified individually of their acceptance or wait-list status. Upon notification of acceptance, families will be provided with required admission acceptance materials and a firm deadline to complete student registration for the school. If the space remains unclaimed after the deadline, it will be offered to the next wait-listed student. Families of students on the waitlist will be sent notification of their position on the waitlist along with a form to either accept or refuse their position on the waitlist.

Remaining applicants from the lottery will be numbered on a wait-list according to their priority, and accepted as enrollment openings become available. Students wishing to be removed from the wait-list should inform the Vanguard school registrar at 801-327-8724. Wait-lists are arranged in the following priority:

- Children and grandchildren of Founders
- Children and grandchildren of Board Members
- Siblings of currently and previously registered students
- Children of Vanguard Academy employees
- All other children

Keeping families together is a priority to Vanguard Academy. If all family members are not accepted in an initial lottery, they will be eligible for sibling preference and accepted as enrollment openings become available.

Vanguard Academy cannot be responsible for applications that are late, incomplete, or contain misinformation therein. It is the responsibility of the applicant to ensure that Vanguard Academy has correct information, including a valid email address.

**Please note:** Because of the lottery process which is used each year to determine admission, Vanguard Academy cannot maintain wait-lists for classes beyond the current school year. Wait-listed children who are not accepted to the school during the year must undergo the Open Enrollment and Lottery process again for the following year if they wish to continue to be considered for registration.

Approved: 10-11-22