



ADMISSION & ENROLLMENT POLICIES

Qualifications for Acceptance

During the 2021-22 school year, Tunbridge Public Charter School will serve students in Pre-Kindergarten through grade 8 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 test 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 City Schools' Office of Enrollment, Choice and Transfers (410-369-8600). 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 Pre-Kindergarten through 1st grade students. These requirements are listed below:

Pre-Kindergarten applicants must be 4 by September 1, 2021

Kindergarten applicants must be 5 by September 1, 2021

1st Grade applicants must be 6 by September 1, 2021

For guidance on exceptions to these policies, please refer to the Baltimore City Public Schools website <https://www.baltimorecityschools.org/> you may also call the City Schools' Office of Enrollment, Choice and Transfers (410-396-8600) or contact the Tunbridge PCS Administration at (410-323-8690).

The Application Process

In order to be considered for admission, a parent/guardian must complete the Tunbridge PCS Admission Application 2021-22. This form will be available on our website <https://www.afyabaltimore.org/tunbridge/enrollment/index> starting Thursday, December 3, 2020. *The deadline for consideration in the lottery has already passed for the 2020-21 school year. Any applicants that were on the waiting list for the 2020-21 school year are encouraged to complete a new application, since this list refreshes each year.*

Enrollment for the 2021-22 school year is open to students in Pre-Kindergarten through grade 8. All applications must be received by Wednesday, February 3, 2021 @ 3:30 PM to be considered for the lottery. The lottery will take place VIRTUALLY on Wednesday, February 10, 2021 @ 9:00 AM and will be postponed to Wednesday, February 17, 2021 @ 9:00 AM if school closes due to inclement weather.

Families will receive lottery results via email by February 24, 2021. Applicants who receive an offer of enrollment must respond to Tunbridge Public Charter School by April 9, 2021.

Enrollment preference is granted for students with a sibling that is already enrolled at Tunbridge PCS. A sibling is defined as a brother/sister living in the same household or a child who is the legal responsibility of the incoming student's parent or legal guardian. To prove sibling status, the family must submit birth certificates, adoption documents or custody/guardianship papers, and proof of residency for each student upon acceptance. Siblings will only be accepted based on the space available at each grade level. For further explanation of our sibling policy please contact the Tunbridge PCS Administration.

The Lottery Process

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. Tunbridge PCS siblings, founders, and children of staff are given preference prior to the lottery drawing. If the number of students with preference exceeds the number of spaces available, a separate lottery will first be conducted among them to determine who will be offered admission. After the order of these 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 are 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 will be emailed by February 24, 2021. If your child has been accepted, it is imperative that the *Letter of Intent* form is returned to the school by the date indicated on the notification. The *Letter of Intent* form is simply a document that must be signed by a parent/guardian affirming 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 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 until September 30, 2021.

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 *Tunbridge PCS Registration Packet* available in the main office. All forms and documentation must be completed by the designated deadline. Incoming students will also be assessed academically for homeroom placement and can expect frequent contacts during the summer months.