

Pensacola Beach Elementary School

Enrollment Policy

Updated February 2023

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Introduction

The purpose of this document is to:

- A.** Provide a clear description of the Pensacola Beach Elementary School (PBES) enrollment policy.
- B.** Provide a single point of reference for questions related to the enrollment policy.

Calendar

A calendar of important dates for enrollment will be provided on the Enrollment page of the school's website. These dates include:

- A.** New enrollment forms for new applicants are due to the school administrator by 3:00pm on the last day of the current school year. This does not guarantee admission.
- B.** Re-enrollment forms for returning students are due to the school administrator by 3:00pm on the last day of the current school year. This does not guarantee admission.
- C.** All required enrollment forms, as described on the Enrollment page of the school's website, must be fully completed and submitted by the stated due date for the application to be considered for the regular enrollment period. All Kindergarten students (or other new students) **MUST** have all medical documents submitted with their enrollment packet.
- D.** For permanent island residents, proof of primary residency must be provided annually as outlined in the "Request for Proof of Primary Residency" enrollment form.
- E.** All student enrollments received after 3:00pm on the last day of the school year will be processed as "Late Enrollment" applications.

Enrollment Policy Statement

- A.** Enrollment for each grade will be capped in compliance with the Class Size Goals stated in this policy.

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- B.** Students will fall into one of two categories:
- 1.** Students permanently living On-Island* (Pensacola Beach) and children of current PBES teachers and staff
 - 2.** Students permanently living Off-Island
- C.** Priority for enrollment will be given in the following order:
- 1.** On-Island students and children of current PBES teachers and staff (in priority order)**
 - a)** Returning student from a previous grade
 - b)** Sibling of a student concurrently enrolled at PBES in the coming academic year
 - c)** Admission by lottery drawing (as needed)
 - 2.** Off-Island students**
 - a)** Returning student from a previous grade
 - b)** Sibling of a student concurrently enrolled at PBES in the coming academic year
 - c)** Ownership of non-primary residence on Pensacola Beach
 - d)** Admission by lottery drawing (as needed)

* On-Island status will be determined by the submission of documents providing proof of primary residency as outlined in the “Request for Proof of Primary Residency” enrollment form

**All priority described above is based on available classroom capacity

Admissions Lottery

- A.** In the event there are more applicants than space available in a given classroom, enrollment will be based on the priority system described in the Enrollment Policy Statement section of this document.
- B.** Random lottery drawings will take place to determine admissions for students not receiving priority, or in the case that there are too many students qualifying for priority status. Applicants having submitted their enrollment during the regular

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enrollment period will be considered first for the lottery. The lottery drawing will determine the order of priority given for the academic year.

- C.** In the event there are more On-Island applicants for a class than capacity allows, preference will be given in accordance with the priority system described in the Enrollment Policy Statement section of this document. Any available seats after considering the priority established in this policy will be assigned to students via random lottery. All On-Island applications not receiving priority but having been submitted during the regular enrollment period will be considered equally for any lottery drawing. If a lottery drawing is necessary to determine admission of On-Island applicants, this lottery will take place within 7 days of the last day of school. The lottery drawing will determine the rank order of acceptance for all On-Island enrollment applications.
- D.** If space becomes available in a class during the academic year, open seats will be offered to students based on the lottery drawing order. Students moving On-Island during the school year will be given priority over all Off-Island students. For On-Island applicants, this lottery order will carry over to subsequent years, as needed.
- E.** In the event there is space available in a class after all On-Island students have received admission, the priority system described in the Enrollment Policy Section will be followed to determine admission of Off-Island students. If additional space remains, all Off-Island applications not receiving priority but having been submitted during the regular enrollment period will be considered equally for a lottery drawing. If necessary, a lottery drawing for admission of Off-Island students will take place two weeks prior to the start of the Fall semester. Those students receiving admission based on the lottery drawing will be notified as soon as possible. Late-enrollment applications for On-Island students (permanent residents) will be given priority over all Off-Island applications up until the date of the Off-Island lottery drawing.

Additional Information

- A.** No students will be admitted after the first day of school if the class is already at capacity.
- B.** If an On-Island student withdraws from the school at any time, they will be re-classified as Off-Island for the rest of that academic year.
- C.** Students in any overpopulated class that move off-island must transfer to another school.

Class Size Goals

- A.** Capacity limits for each grade will be set for student enrollment by the PBES Board of Directors.
- B.** The limit for each class is based on the most pragmatic balance between the following:
 - 1.** Academic standards – the level at which the principal and teachers believe students can receive the best education and standards are not impacted by class size.
 - 2.** Economics – where costs and revenue are projected to be manageable.
 - 3.** Existing infrastructure – based upon the existing buildings/materials.
- C.** Current class enrollment limits are as follows:
 - 1.** Kindergarten – 18 students
 - 2.** First Grade – 22 students
 - 3.** Second Grade – 24 students
 - 4.** Third Grade – 24 students
 - 5.** Fourth Grade – 26 students
 - 6.** Fifth Grade – 26 Students
- D.** Class size limits will not be increased based on parent request. Any changes to these limits will be determined by the principal after discussion with the teacher(s) and PBES Board of Directors.

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Enrollment Packet

- A.** All new students wishing to enroll in PBES must complete the Enrollment Packet and submit to the school Administrator.
- B.** All current students wishing to re-enroll must complete a re-enrollment registration form and submit to the school Administrator.
- C.** All enrollment forms are available online at www.pbess.org

Policy Review Committee

- A.** A standing Policy Review Committee will be appointed by the PBES Board of Directors to hear appeals of individual cases with extenuating circumstances.
- B.** The Policy Review Committee will make decisions on the appeals and relay its decision to the principal for implementation.

Appeals Process

- A.** It is the responsibility of the principal of PBES to enforce the Enrollment Policy put into place by the PBES Board of Directors.
- B.** If a student is denied admission and the applicant feels they have a case with extenuating circumstances for which an exception should be made, they may request their appeal be heard by the Policy Review Committee.
- C.** When taking a case to the Policy Review Committee for appeal, the applicant should provide the completed Enrollment Packet, as well as the Appeal Request Form (available online at www.pbess.org).
- D.** The Policy Review Committee commits to hear, review, and respond to cases as promptly as possible. The chairperson of the Policy Review Committee and/or the school administrator will advise the applicant of the committees' decision.