

# Pensacola Beach Elementary School

## Enrollment Policy

### 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 the posted enrollment due date.
- B.** Re-enrollment forms for returning students are due to the school administrator by the posted enrollment due date.
- C.** All required enrollment forms 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 upon initial enrollment.
- E.** All student enrollments received after the posted due date 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.
- B.** The priority for enrollment for all PBES students will be:

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1. Returning student
2. Sibling of returning student
3. On-island students and children of PBES teachers and staff
4. Off-island students (non-primary residence on Pensacola Beach)

### 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.** If needed, random lottery drawings will take place to determine admissions for students not receiving priority, or in the case where there are too many students qualifying for priority status. Applicants having submitted their enrollment during the regular enrollment period will be considered first for the lottery. The lottery drawing will determine the order of priority given for the academic year.
- C.** 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. For On-Island applicants, this lottery order will carry over to subsequent years.

### 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.

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- 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.

### 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.pb.es.org](http://www.pb.es.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.

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- 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.pbcs.org](http://www.pbcs.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.