



Enrollment Policy

In accordance with Section 59-40-50 of the South Carolina Code of Laws, Title 59, Chapter 40, BPS will admit all students eligible to attend Kindergarten through twelfth grades residing in South Carolina, subject to space limitations. BPS will notify the sending district(s) immediately of transferring students. In the event that the number of applicants exceeds the capacity of a program, class, grade level or building, the students will be accepted by lottery drawing, as specified in federal and state guidelines.

BPS will not limit, deny admission or show preference to any individual or group of individuals. BPS will recruit, register, and admit students without regard to race, creed, gender, national origin, ancestry, disability, immigrant status, English speaking status or need for Special Education services.

Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students.

South Carolina law provides that priority status may be given to a sibling or siblings of a student already currently enrolled and attending the school, to children of charter school employees, and to children of Founding Committee members, provided their enrollment does not constitute more than twenty percent of the total charter enrollment. BPS will honor these special circumstances for siblings of currently enrolled and attending students, children of current BPS school employees and Board members.

In order to ensure the integrity of the enrollment process, the BPS administration will have a minimum of 2 staff members overseeing the application, enrollment and waiting list. Protocol will be in place for those staff members to verify all priority enrollments, including but not limited to sibling enrollment, sibling un-enrollment and all other changes to enrollment status.

BPS will utilize an online, electronic platform with which to collect new applications, process lottery results, fulfill student registration forms, collect student Intent to Return forms and annual registration updates.

BPS have public access computers available in the lobby of each school building location for individuals that do not have access to a personal computer or internet in order to ensure equal access to all new applicants as well as currently enrolled students and families. All communications will be via email notification unless otherwise requested by the applicant. In which case, a hard copy of all communications will be printed and sent to the applicant.

BPS Enrollment Procedures

Application Process:

BPS will accept applications for the lottery between December 15th and January 31st for the following school year. They will be processed in the following ways:

- Applications will be submitted online through the lottery and registration software program.
- A link to the online application software will be made available on the school's website at Bridgesprep.org
- Each applicant will receive a confirmation email upon a successful application submission.

Applications received after January 31st will be held from the lottery process and placed on the waitlist in the order in which they were received.

Applications will continue to be accepted throughout the school year and placed on the waitlist accordingly. Seats will be offered as they become available as outlined below.

Intent To Return of Currently Enrolled Students

Intent to Return forms will be sent to all currently enrolled students no later than January 15th of each school year and will be due back on February 1st.

Results of the answers submitted on these forms will determine the number of open seats that will be offered in the Lottery for the following school year.

If the form is not returned by the published deadline, the student's seat will be relinquished for the following school year.

Conduct of Lottery

If the number of applicants exceeds the number of available seats, a lottery will be used to determine who gains admission.

The lottery will be an automated process conducted through a Lottery and Registration management software.

The Lottery process will run on February 15th. If February 15th falls on a weekend, then the lottery will run on the following business day.

All applicants must submit an application prior to the published deadline in order to be placed

in the lottery drawing. Any applications received after the published deadline will be placed at the end of the waitlist in the order of which they were received.

Any students drawn after all seats are filled in a particular grade will be placed on a waitlist in the order they are drawn.

The results of the lottery will be sent to each applicant by way of an individual email. Lottery results will be categorized as follows:

Seated students will receive an email containing the information necessary to complete the registration of the student.

Waitlisted students will receive an email containing their place on the waitlist. Additional emails will be sent with any changes in status to their position on the waitlist.

Hard copy letter can be requested in leu of emails by any applicant for any of the above referenced communications.

Priority Enrollment

All priority preferences will be considered in the following order:

1. child(ren) of BPS employees
2. applicant sibling(s) of a currently enrolled and attending student

Priority enrollment for children of BPS employees and children of the Founding Committee members cannot constitute more than 20% of the enrollment of the charter school. Siblings who are applying for the first time will receive preference only after one of the sibling(s) has been drawn and enrolled. A student is only considered to have priority status in Year one of his/her attendance. Therefore, in subsequent years, that student is considered as already enrolled and will not count towards priority status.

If a student is offered a slot at BPS and declines, or leaves BPS after gaining entry, future eligibility for priority status is at the discretion of the Head of School.

Enrollment Package

Each seated student will receive a notification email containing a unique “snap code” which will allow them to access the registration information for the student.

Students will then have 10 business days to return the completed Enrollment Package. Registration forms not completed and submitted within the allotted 10 business days will constitute that slot being offered to the next child on the waitlist.

In the event that a hard copy application is requested by the applicant, the paper application must be returned or postmarked by the 10th business day.

Waiting List and New Enrollment for current school year

Enrollment for each grade level will be capped at the number of currently enrolled students as of the date of the lottery - typically February 25th.

BPS will maintain its waitlist for the current school year through the 135th school day and continue to fill slots as openings become available. However, enrollment shall not exceed the number per grade as of the lottery date. This will eliminate the possibility of over enrollment in the following school year.

After the 135th day, the waiting list will be dissolved and there will be no more new enrollments for the year.

Appeals Process

The drawing will be the final and binding result for admission. In the event that BPS denies admission to a student for reasons other than the result of the drawing, the student may appeal to the governing board of Bridges Preparatory School. In the event that a suitable resolution cannot be decided, then the student may appeal to the SC Public Charter School District (SCPCSD) Board of Trustees. The appeal to both groups must be within 10 business days in writing and state the grounds on which the appeal is based. The decision of the SCPCSD shall be binding and final without the right of appeal (Section 59-40-50(c) (1)).

Students Outside District

Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students.