



Primary Hall Preparatory Charter School Enrollment Policy

Primary Hall Preparatory Charter School ("Primary Hall") is a tuition-free, open-enrollment public charter school. Primary Hall will not discriminate against any applicant or their family on the basis of race, ethnicity, sex, color, creed, national origin, ability, identity, socioeconomic status, religion, sexual orientation, or any other protected status. All admission policies and procedures are in accordance with Education Law 2854. Any child qualified under New York State's laws for admission to a public school is qualified for admission at Primary Hall Preparatory Charter School.

Enrollment Eligibility. All student applicants must be residents of New York State at the time of enrollment. At the time of enrollment, families must provide two (2) proof of residency documents for the student. Acceptable proof of residency documents include:

- (a) valid New York State driver permit, license, or Non-driver ID;
- (b) a recent gas, electric, or cable bill (last 30 days);
- (c) lease or mortgage documents;
- (d) a recent pay stub (last 30 days);
- (e) a valid voter registration card with current address;
- (f) a valid library card with current address; or
- (g) a notarized letter from the homeowner stating that you live or pay rent at a Buffalo address, custody or guardianship papers with current address.

Students in temporary housing, as defined by the McKinney-Vento Homeless Assistance Act, are not required to submit proof of residency documentation.

Age. All students that enroll in Pre-Kindergarten must turn four by December 1st for the school year in which they are applying. All students that enroll in Kindergarten must turn five by December 1st of the school year in which they are applying. For the 2025-2026 school year, all students who enroll in Pre-Kindergarten must be four by December 1, 2025. Kindergarten applicants must turn five by December 1, 2025. For students who enroll in Pre-Kindergarten, they must be Buffalo residents. As a public charter school, we do not require any action by a student or family (such as an admissions test, interview, attendance at an information session, etc.) for an applicant to receive or submit an application for admission.

Application Submission. Primary Hall accepts either paper or electronic applications. Applications are accessible through our website, primaryhall.org, and the [Enroll Buffalo Charters Website](#). The application form is available in English and Spanish and will be available in other languages as needed. Primary Hall's application period will close at 11:59 PM on April 5, 2025. Should the number of applications exceed the capacity of the grade level, we will conduct a random lottery to enroll students. All applications will be dated with the time of submission noted upon receipt.

Lottery. Our enrollment window will end at 11:59 PM on April 5, 2025. If we receive more applicants than the seats available (in each grade level), we will conduct an open public lottery to determine which applicants will receive seats. If a lottery does occur, we will notify the public of all logistics pertaining to the lottery through our social media accounts and website, local news outlets, flyers, and postings. We will use Avela to conduct an automated lottery. All accepted families will be notified within 48 hours, and all other applicants will be notified of their place on our ordered waitlist. On our ordered waitlist, we will keep accurate records of the names, home addresses, telephone numbers, and grade levels of students



who entered the lottery but did not gain admission.

Accepting a Seat. Families will receive a text, phone call, or email (depending on their preferred method of communication indicated on the application) if their child is accepted by the lottery and will have three business days to respond to the offer of acceptance. If families do not respond or formally accept the seat within three (3) business days, the seat will be filled from the waitlist in numerical order. Families can respond to the offer via Avela, phone (716-597-4373), or email (info@primaryhall.org). If a family initially declines an offer and then seeks a seat for the same child at a later point during that school year, that family will be added to the end of the waitlist.

Transportation. If a family requires transportation, they must complete a transportation request form by the April 1st deadline.

Backfilling. We will backfill vacant seats in all grades as it reflects our mission to ensure that all students in K-5 are prepared for personal and academic success. Students on the ordered waitlist will fill seats vacated in the first and second quarter of the year. Seats vacated in the third and fourth quarters of the academic school year may remain vacant until the next enrollment period. If a seat becomes available before the third quarter, we will contact the next family on the waitlist in numerical order and allow them three (3) business days to formally accept the seat. Families can respond to the offer through the SchoolMint platform by phone (716-597-4373) or by email (info@primaryhall.org). Should the family not accept or respond to our offer, we will move to extend an offer to the next family on the waitlist.

Admissions Preferences. Primary Hall is committed to enrolling student populations that reflect our local district. Our enrollment outreach will continue to focus on the East Side of Buffalo, though we will admit any age-eligible student living in the City of Buffalo. Admissions preferences are given in the following order: returning students, siblings of students (enrolled or chosen in the lottery), district of location, children of employees, followed by outside district of location.

Siblings. Siblings are defined as children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled at Primary Hall. This is defined as guardian(s) who have custody of children at least 50% of the time and include half-siblings, step-siblings, adopted siblings, or other family members or members of the same household being cared for as primary dependents. If a child is selected through the lottery for a seat at Primary Hall, their siblings will be automatically granted enrollment if there is space available in their grade level. Siblings of currently enrolled students will be exempt from future lotteries and will be automatically granted a seat if space is available at their grade level.

Children of Employees. Children of school employees will be given a preference in the lottery provided that the parent employed at Primary Hall has full or joint custody of the child. Employees include anyone who works at least half-time for Primary Hall and who started work on or before the first day of the academic school year in which they are submitting their application. The number of students enrolled who are children of school employees and who are given a preference will not exceed 10% of the total enrollment. Children of employees who are not included in the 10% of students given preference will be included in the general enrollment lottery.

No-Show Policy. If a student does not attend and misses 20 consecutive days, and the student's family does not respond to communications from the school during this period of absence, the student may be removed from Primary Hall's roster. Primary Hall will make every effort to reach absent families during



the course of the first week of the school year but will remove students and fill vacant seats in accordance with the process outlined above.