

ADMISSION OF STUDENTS TO THE WELLESLEY PUBLIC SCHOOLS

1. Purpose

The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Wellesley Public Schools (the “Schools”). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally, and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Wellesley and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Wellesley School Committee.

2. Eligibility to Attend the Schools

A student between the minimum and maximum ages established by established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:

- 2.1 Kindergarten student is 5 years of age on or before August 31st of the enrollment year. Grade 1 student is 6 years of age on or before August 31st of the enrollment year. Exceptions to Grade 1 age requirement will be considered in accordance with Wellesley Public Schools early admission to first grade protocol (see Appendix A).
- 2.2 The student permanently, not temporarily or sporadically, resides in Wellesley with his/her parent(s) or legal guardian.
- 2.3 The student actually resides in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 4 of this policy, except in the case of students attending the Wellesley Public Schools under District-approved programs.
- 2.4 The student actually resides in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
- 2.5 The student, regardless of place of residence, has the right to attend the schools under a collective bargaining agreement as provided for in Section 6 of this policy.
- 2.6 The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the Committee.
- 2.7 The student is from a foreign country and meets the requirements of Section 7 and/or 8 of this policy.
- 2.8 The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
- 2.9 Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with [105 CMR 220.000](#).

3. Verification of Residency

Before any student is enrolled in Wellesley Public Schools, his or her parent or legal guardian must provide:

- 3.1 A signed Statement/Affidavit of Occupancy (see below).
- 3.2 Proof of Residency in Wellesley (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent.

COLUMN A Evidence of Residency	COLUMN B Evidence of Occupancy	COLUMN C Photo Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (which must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement with the names of the children listed on the document (which must be executed by both parties)	Recent bill dated within the past 45 days showing Wellesley address and name (a Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	Occupancy Statement/Affidavit must be notarized if a bill cannot be provided prior to student's enrollment.	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

4. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Wellesley for purposes of Sections 2.2, 2.3 and 2.4 of this policy, the following factors shall be considered:

- 4.1 Whether the student physically occupies a dwelling in Wellesley, regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- 4.2 With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- 4.3 If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;

- 4.4 The amount of time actually spent by the student in the dwelling in Wellesley;
- 4.5 Whether the student's physical belongings are stored at the dwelling;
- 4.6 Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- 4.7 Whether the residence is the center of the student's domestic, social, and civic life;
- 4.8 Whether the student was included as an occupant of the dwelling for purposes of the town census;
- 4.9 Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

5. Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. The Superintendent may, at his/her discretion, admit students who temporarily reside in Town for the purposes of obtaining an education and will charge tuition for the period of attendance. However, nothing in this policy shall be construed as obligating the Superintendent to accept students who temporarily reside in Town for the purposes of obtaining an education. It is expected that students will attend for an academic semester or an academic year.

- 5.1 A student who temporarily resides in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the approval of the Superintendent and upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian reside(s), or (ii) by the student's parent(s) or legal guardian, as provided in [M.G.L. c. 76, § 6](#). Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil, as determined by the District, for such school for such period.
- 5.2 Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- 5.3 The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in [603 CMR 28.03\(4\)](#).

6. Collective Bargaining and/or Contractual Agreements

The admission and enrollment of non-resident students whose parent(s) are employed by the Schools is governed by collective bargaining and/or contractual agreements currently in force and accepted by the Committee. Nothing in this policy is to be construed as conferring additional rights on employees or their children, or as acceptance by the Town of Wellesley of financial obligations for the education of any such children with disabilities. Enrollment is for one academic year at a time and subject to annual renewal. In all cases in which a collective bargaining agreement gives the Committee discretion over the admission of students, the Superintendent shall determine which students may be enrolled in the schools without adversely affecting the Schools' budget, and shall consider the following factors:

- 6.1 The availability of seats/space in the courses of sections of the schools;
- 6.2 The class sizes at the grade levels of enrollment;

- 6.3 That enrollment of the student will not have an adverse impact on the schools' budget;
- 6.4 The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- 6.5 Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.

7. Foreign Students

In order to provide students at Wellesley High School with the opportunity to meet students from foreign cultures and to be educated abroad, the Committee supports the enrollment of foreign exchange students in the Schools as provided for in this section. It is the expectation of the Committee that enrollment will be for an academic semester or an academic year unless, by approval of the District, the exchange partnership is for a shorter period of time.

- 7.1 Wellesley Public Schools has established partnerships with German American Partnership Program (GAPP) and American Field Service (AFS). The Principal of Wellesley High School, at his discretion, may also annually enroll other foreign students participating in established programs, subject to the approval of the Superintendent or his/her designee.
- 7.2 In some other cases, the Superintendent may admit a foreign student who wishes to reside in Wellesley for the purpose of attending the Schools, subject to the provisions of Section 5 and payment of tuition, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition. Nothing herein shall obligate the Committee to admit foreign students who reside in Wellesley on a temporary basis. The Town resident with whom the foreign student will live shall be responsible for all immigration and sponsorship matters, and shall register the student and arrange for the payment of tuition, when required.
- 7.3 No person who has received a diploma or equivalent certificate from a secondary school or its foreign counterpart shall be eligible to attend the schools under this section.

8. Approval of Additional Foreign Students Tuition Waiver

Factors to be considered by the Superintendent in acting upon any request to waive tuition for foreign students who are living with Town residents for the purpose of attending the Schools, other than the Committee-recognized and -approved student exchange programs, shall include:

- 8.1 Whether there is a benefit to the town or the schools from the approval requested;
- 8.2 The history, reputation, and selection criteria and standards of the program sponsoring the student:
 - The likelihood that the student will succeed academically and socially;
 - The recommendation of the school administration;
 - The required and completed caregiver document (see [M.G.L. c. 201F](#), Caregiver Authorization Affidavits);
 - The relationship of the student to the host family;
 - The impact of admitting an additional student on the Schools' budget and on class size, number of sections, and on other school services;

- That a complete application for program approval and student admission is received by the Superintendent or designee on or before April 1 before the beginning of the school year for which admission is requested.

9. Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.5, 2.6, and 2.8 above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- 9.1. A student who was legally enrolled in the Schools under policy JF and whose family moves out of town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- 9.2. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.1 is subject to application to and approval by the Superintendent.
- 9.3. A student whose family provides satisfactory evidence that he/she will be residing in Wellesley within a grading period and would be eligible to attend the schools under policy JF may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Wellesley.
- 9.4. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to [M.G.L. c. 76, § 12](#), where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.1, 9.2, and 9.3 of this policy if:

- 10.1. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- 10.2. There is space available for the student; and
- 10.3. Attendance by the student would not impose an undue burden on the Schools' budget; and
- 10.3. The student has a good disciplinary record and an acceptable custodial arrangement; and
- 10.4. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

11 Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her parent(s) or legal guardian.

12. Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in [603 CMR 28.03\(4\)](#).

13. Good Behavior

Non-resident students attending the Schools under Sections 2.5, 2.6, 2.7, or 2.8 do so subject to the terms and conditions established by those programs and any Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

14. Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

15. Failure to Provide Information or to Pay Tuition

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

16. Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

17. Enforcement

Should a question arise concerning any student's residency elsewhere while attending Wellesley Public Schools, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; information provided to administration; correspondence that is returned to the Wellesley Public Schools because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the Wellesley Police Department's Community Service Officer and/or may obtain the services of an investigative agency to conduct investigations into student residences. All reports will be provided to the Superintendent, who shall make the final determination of residency.

Upon initial determination by the Superintendent that a student is actually residing in a city or town other than Wellesley, the student's enrollment in Wellesley Public Schools shall be terminated immediately.

18. Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Wellesley, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Wellesley Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

19. Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Wellesley Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act of 1987, as amended by the No Child Left Behind Act ([42 U.S.C. § 11301](#) et seq.)
- Federal Immigration Law Regarding Foreign Students ([8 U.S.C. § 1184 \(1\)\(3\)](#))
- Massachusetts Department of Elementary and Secondary Education Special Education Regulations ([603 CMR 28.03\(4\)](#))
- Caregiver Authorization Affidavits ([M.G.L. c. 201F](#))
- Massachusetts Department of Public Health Regulations ([105 CMR 220.000](#))

20. Admission of Transfer Students

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REF.: [42 U.S.C. § 11301](#) et seq.
[8 U.S.C. § 1184 \(1\)\(3\)](#)
[Chapter 12 of the Acts of 2010](#), Section 11
M.G.L. [201F](#); [76:12](#)
[105 CMR 220.000](#) (Immunization of Students Before Admission to School)
[603 CMR 28.03](#) (Special Education – Administration and Personnel)

APPENDIX A

PROTOCOL FOR EARLY ADMISSION TO FIRST GRADE

The goal of this protocol is to assure that all children are developmentally ready for a positive experience upon entering the Wellesley Public Schools.

1. If a child does not meet the age requirement (age 6 by September 1) for admittance to first grade, parents may petition the Wellesley Public Schools to request early admission under the following guidelines:
 - a. The child's birth date must fall on/or between September 1 and October 31 in the birth year for entering first grade class.
 - b. The request must be submitted in writing no later than April 1st to the Principal of the school district in which the child resides. For families who move into Wellesley after the deadline, the Principal has the right to waive the April 1st deadline.
 - c. The child will have successfully completed a public school Kindergarten or an accredited Kindergarten program (NAEYC, AISNE) at the end of the school year previous to requested Grade 1 enrollment.
2. If the three guidelines above are met, the child will be assessed for early admission based on the following criteria:
 - a. For children currently enrolled in a public Kindergarten program:
 - Letter from pediatrician outlining the child's developmental history.
 - School records, including progress reports, child's portfolio, and an evaluation letter from the Kindergarten teacher.
 - Observation of the child in the Kindergarten setting by the assessment team may be required.
 - Child successfully meets Wellesley Public Schools entrance standards as determined by the Administration for both English Language Arts (ELA) and Math. (Please see District website for further information regarding End of the Year Kindergarten Benchmarks.)
 - Early Admission will be granted at a school with available space.
 - b. For children currently enrolled in a private, accredited Kindergarten program:
 - Parent provides evidence of Kindergarten accreditation.
 - Letter from pediatrician outlining the child's developmental history.
 - School records, including progress reports, child's portfolio, and an evaluation letter from the Kindergarten teacher.
 - Observation of the child in Kindergarten setting by the evaluation team may be required.

- Child successfully meets Wellesley Public Schools entrance standards as determined by the Administration for both English Language Arts (ELA) and Math. (Please see District website for further information regarding End of the Year Kindergarten Benchmarks.)
- Early Admission will be granted at a school with available space.

All Criteria Must Be Met

Assessments for Appendix A will be scheduled to occur on or about May 15th. The assessment team will consist of the School Psychologist, the building Principal or designee and a Kindergarten teacher from the district school. The team will meet to evaluate the information provided by the above listed criteria. The team will consider the information presented and evaluate the child's preparedness in light of the indicated levels of social, emotional, physical, and intellectual development.

Committee guidelines for class size will provide the basis for all early admission decisions. School assignments for the first grade early admission placement will be determined based upon space availability at individual schools.

Following this review, the Principal will meet with the parents to discuss the school's decision. In the event the parents do not agree with the school's decision, they may appeal to the Superintendent. The Superintendent will review the criteria and the decision. Her/his decision will be final.