

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: ADMISSION**

*Eligibility*

*The Board of Education shall admit to its schools free of charge the following persons over five and under 20 years of age:*

- A. Any student domiciled within the district;*
- B. Any student kept in the home of a person other than the student's parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child;*
- C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;*
- D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;*
- E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;*
- F. Any student placed in the home of a district resident by court order pursuant to statute;*
- G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and*
- H. Any student residing on federal property within the state pursuant to statute.*

***Proof of Eligibility***

*The Board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The Board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.*

*The Board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.*

### ***Pre-Kindergarten***

*Any child residing in the district shall be admitted to the kindergarten provided:*

- A. The child will have attained the age of four years on or before December 1 of that school year;*
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;*
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.*
- D. The child in an unusual case may be given a standard test, and the district staff may collect additional pupil profile information to determine if an individual exception should be made.*

### **Kindergarten**

Any child residing in the district shall be admitted to the kindergarten provided:

- A. The child will have attained the age of five years on or before December 1 of that school year;
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
- D. The child in an unusual case may be given a standard test, and the district staff may collect additional pupil profile information to determine if an individual exception should be made.

### **Grade One**

Any child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before December 1 of that school year;
- B. He/she has been in the first grade in another public school;
- C. He/she has completed kindergarten in a public or private school and been recommended for placement in first grade *by meeting district standards*.
- D. Proof has been furnished of immunization against communicable diseases.

### **Transfers Into Grades Two through 12**

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity such as birth certificate, social security card, etc.

Within the time prescribed by law, the Chief School Administrator shall request in writing from the school or district of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the state-mandated assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

### ***Joint Custody***

*When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.*

### **Pupils Completing Year at Former School**

Pupils who establish residency during the school year may be permitted to complete that year in their former school if:

- A. The Board of Education of that school agrees
- B. There is no cost for tuition involving this Board of Education
- C. There is no transportation cost involving this Board of Education

### **Affidavit Pupils**

When there is any doubt as to whether a child is entitled to free public education in the district schools, all procedures of law and code shall be followed.

## **Nonresidents**

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.

## **Verification**

The Board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship.

## ***Students Returning from County Detention***

*The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for elementary, middle or high school graduation.*

## **Homeless Pupils**

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law. *The Board shall make this policy available to parents and the public.*

## **Legal References:**

- N.J.S.A. 18A:7B-12 District of residence; determination
- N.J.S.A. 18A:7B-12.1 Homeless child; responsibility for education; determination of placement; payment of costs
- N.J.S.A. 18A:7C High School Graduation Standards
- N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
- N.J.S.A. 18A:36-25.1 Proof of child's identity required for enrollment; transfer of record between districts
- N.J.S.A. 18A:38-1 Attendance at school free of charge
- N.J.S.A. 18A:38-2 Free attendance at school by nonresidents placed in district under court order
- N.J.S.A. 18A:38-3 Attendance at school by nonresidents
- N.J.S.A. 18A:38-4 Free attendance to persons over age
- N.J.S.A. 18A:38-5 Admission of pupils under age
- N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
- N.J.S.A. 18A:38-6 Time of admission of pupils; first school year
- N.J.S.A. 18A:38-7.7 Legislative findings and declarations
- N.J.S.A. 18A:38-8 Duty to receive pupils from other districts
- N.J.S.A. 18A:38-25 Attendance required of children between six and 16;

exceptions

- N.J.S.A. 18A:40-20 Immunization at public expense  
N.J.S.A. 18A:44-1 Establishment of nursery schools or departments;  
eligibility for admission  
N.J.S.A. 18A:44-2 Establishment of kindergarten; eligibility for admission  
N.J.S.A. 26:1A-9.1 Exemption of pupils from mandatory immunization  
N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils  
N.J.A.C. 6A:10A-2.1 et seq. Preschool program general provision  
N.J.A.C. 6A:12-3.1 Choice district application procedures  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
N.J.A.C. 6A:16-2.2 Required health service  
N.J.A.C. 6A:16-2.4 Required student health records  
N.J.A.C. 6A:17-1.1 et seq. Students at Risk of Not Receiving a Public  
Education  
N.J.A.C. 6A:22-1.1 et seq. Entitlement to Attend School Based on Domicile  
or Student Residency  
N.J.A.C. 6A:23-5.2, -5.3 Method of determining the district of residence  
N.J.A.C. 6A:32-8.2 School enrollment  
N.J.A.C. 8:57 Communicable diseases  
N.J.A.C. 8:61-1.1 Attendance at school by pupils or adults infected by  
Human Immuno-Deficiency Virus (HIV)
- P.L. 2005, c. 265 concerning students returning to public schools from county  
detention centers  
Tepper v. Board of Education of the Township Hackensack, Bergen County,  
1971 S.L.D. 549
- No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
Plyler v. Doe, 457 U.S. 202 (1982)
- Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)
- J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512  
(App.Div.1999)
- “Pupil Residency”: Who is Eligible for a Free Public Education,” by Donna  
Kaye, Esq. In N.J. School Leader (July-August 2002).

**Cross References:**

- 3240 Tuition income  
5118 Nonresidents  
5119 Transfers  
5120 Assessment of individual needs  
5141 Health

5141.2 Illness  
5141.3 Health examinations and immunizations  
6142.5 Travel and exchange programs  
6164.4 Child study team  
6171.4 Special education  
6174 Summer school  
6178 Early childhood education/preschool

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