

## Administrative Procedure 300

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# ADMISSION TO SCHOOL

### Background

Pursuant to the School Act, the District shall provide an education program, free of charge, to all children of school age ordinarily resident in the District, and may provide an educational program free or at a fee to temporary attendees, non-residents, or over-age students.

### Procedures

1. Students registering in District schools shall be required to submit appropriate proof of citizenship, landed or student visa status, residence address, and age.
  - 1.1 The District will accept submission of any one (1) of the following as proof of age:
    - 1.1.1 Original of birth certificate;
    - 1.1.2 Original of baptismal certificate;
    - 1.1.3 Passport.
  - 1.2 In addition, parents will also be required to provide proof of citizenship or status.
2. The Principal shall, after appropriate age verification, admit to kindergarten in September, a child who will have reached a chronological age of five (5) years on or before December 31 of the year of intended enrolment.
3. The Principal shall, after appropriate age verification, admit to full-time attendance in September, a child who will have reached a chronological age of six (6) years on or before December 31 of the year of intended enrolment.
4. A person of school age, who applies for the first time in the District for admission, shall be placed by the Principal in the program or courses the Principal considers most suitable.
  - 4.1 In arriving at such a decision, the Principal shall consider all available records and information.
  - 4.2 The child may be placed in the program or courses for a trial period.
5. In any question of admission of students to any program, the matter shall be referred to the Superintendent or designate for consideration.
6. Dates for Application for Enrolment
  - 6.1 Before February 1 of each school year, the Board will establish and publish application dates and procedures for:
    - 6.1.1 Non-District children;
    - 6.1.2 Non-catchment area children, except for continuing students;
    - 6.1.3 Students applying in District programs for the first time;
    - 6.1.4 Catchment area children, other than continuing students;
    - 6.1.5 Children applying for first-time entry to kindergarten programs.
  - 6.2 The Board may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants.
  - 6.3 An alternate process will be used for the enrolment of continuing District children.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Revised: February 2017