

AP 301 - STUDENT REGISTRATION, ENROLMENT AND PLACEMENT

Background

The purpose of this administration procedure is to outline provisions for registration and attendance at catchment schools, non-catchment schools and district programs/schools. Eligibility for student enrollment is subject to the terms set out in Legislation and District procedures.

It is the school district's responsibility to ensure to the greatest extent possible that each school meets the needs of its catchment population. The District encourages students to attend their catchment area school. While the district supports enabling students and their families to make choices to attend other schools in the district as required to meet their education needs, a school is unable to enrol out-of-catchment students unless there is sufficient capacity for projected in-catchment students.

When a parent or guardian requests permission to attend a school outside their catchment area, the parent or guardian will be expected to assume responsibility for transportation and any other costs associated with this decision.

Procedures

1. Student admission is guided by the following principles:
 - 1.1. To maximize the number of students able to attend their catchment area school as a priority;
 - 1.2. To allocate space and resources in the most fiscally responsible manner;
 - 1.3. To maximize continuity for students and families. Wherever possible, siblings will be admitted to the same school, subject to the provisions of the School Act and District procedures.

2. Registration Priorities

The following priorities are used to determine the acceptance of students in particular schools:

- 2.1. Catchment area students who attended the school during the previous school year;
- 2.2. Siblings of catchment area students who attended the school during the previous year;
- 2.3. New catchment area students;
- 2.4. Continuing non-catchment area students who live in district, who attended the school during the previous school year;
- 2.5. Siblings of non-catchment students who attended the school the previous year as per above;

- 2.6. New non-catchment area students (in district);
 - 2.7. Non-school district students.
3. Determination of Available Space and Facilities
- 3.1. Section 74.1 of the School Act establishes priorities for enrollment to apply if the board determines that space and facilities are available in a school.
 - 3.2. Space and facilities are available in a school for purposed of section 74.1(6) and (7) of the School Act if there is excess capacity, taking into account both physical and instructional resources, after reasonable enrollment projections have been made to allow for accommodation of students returning from prior years, students enrolled in District programs, students incoming form designated feeder schools, and children enrolling in kindergarten who live in the catchment area for the school.
 - 3.3. Decisions whether space and facilities are available in individual schools and educational programs in the district for purposes of the School Act, section 74, shall be made by the Superintendent.
 - 3.4. Decisions are to made in consultation with the Principal of the particular school and will be based on program capacity, including consideration of the following factors:
 - 3.4.1. The operating capacity of the school as defined by the Ministry of Education and the District
 - 3.4.2. Staff assigned to a school by the District
 - 3.4.3. The physical space in which instructional programs operate in the school
 - 3.4.4. The ability of the school to provide the appropriate programs for the applicant and other students.
4. Catchment areas
- 4.1. The location of the student's normal residence will usually determine the catchment area school for enrollment purposes. The Superintendent reviews the boundaries for each school, and these may be adjusted periodically based on the number of school age children residing in the area surrounding a school, space, resources and facilities.
 - 4.2. Almost all children should be accommodated in the school serving the catchment area in which they reside. However, in a case where parents wish to enrol a student in a school other than the one serving the catchment area in which they reside, they may apply to do so in accordance with the procedures.
5. Registration periods for Catchment Schools
- 5.1. Applications from new students to enrol for the next school year will be accepted at their catchment area school, beginning January 1st, during regular office hours, for a September school start. Seats will be assigned based on the registration priorities listed above.
 - 5.2. Kindergarten registration will commence the fourth Monday in January each year, until the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.

- 5.3. In catchment area applications received after the end of September, will be reviewed as they are received. If space and resources are available, the student will be admitted to the catchment area school.
- 5.4. Should the student's application for registration occur after the deadline date of September 30th, and the principal is unable to accommodate the student due to lack of space, facilities, available resources, or appropriate educational program, the principal will support the family in finding an alternate placement at a nearby school for the remainder of the school year. The student will be put on a wait list for space that comes available during the school year and will attend their catchment school in the following school year.
 - 5.4.1 The available school option(s) will typically be the closest school(s) with appropriate space, and/or the school where bussing can be provided.
 - 5.4.2 The catchment school will share the registration information with the accepting school and advise/support parents to make contact with the school.
6. Out-of-Catchment (but in District) and Out-of-District children:
 - 6.1. Any student whose principle place of residence is not within the local school boundaries is considered an out-of-catchment student. Out-of-catchment students may only be enrolled if there is sufficient capacity after reserving places for students who move into the catchment during the year, and after considering class composition, available resources, and the school's projected future enrolment.
 - 6.2. Subject to section 74.1, a person may enrol in an educational program provided by a board of a school district and attend any school in British Columbia if
 - (a) the person is of school age,
 - (b) the person is resident in British Columbia, and
 - (c) the board providing the educational program determines that space and facilities are available for the person at the school in which the educational program is made available.
 - 6.3. Applications will be accepted January 1st for September school start to the end of the day of instruction on the second day of the school in the first week in September.
 - 6.4. New Out-of-catchment applications will be placed on a waiting list and reviewed in the last week of June, and within the first two weeks of school (September).
 - 6.5. All Out-of-catchment students who have been accepted into a school may be required to reapply for placement on an annual basis.
 - 6.5.1. Being accepted does not guarantee a space for the following years. You may be asked to return to your catchment area school if in catchment enrolment exceeds available space.
 - 6.6. Students who move out of a school catchment area during a school year will have the option of remaining at their current school until the end of the school year. These students will be transferred to their new catchment area school for the following September.
 - 6.7. Where there is significant enrolment pressure in a catchment, the Superintendent may entirely close a catchment to non-catchment applications.

- 6.8. Out-of-catchment students who transfer from an in-catchment school to an out-of-catchment school, part way through the school year, are not grandfathered and will have to go through the above process. They will be placed on the waitlist at the time of their application for the following school year.
 - 6.9. Admission decisions at the desired school may not be made before 3:00 pm on the second Friday in June.
7. Suspended or Expelled and Non-District Students
- 7.1. Enrollment applications may be refused if the student:
 - 7.1.1. Is under suspension from a British Columbia public school or District, or
 - 7.1.2. Has been refused an educational program by a British Columbia public school board under Section 85(3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board, or has failed to apply himself or herself to his or her studies.
 - 7.2. Such applications, or any other applications from students limited by other schools or governing bodies outside of British Columbia public school system to attend school will be referred to the Superintendent for a decision on admission.
8. Registration for District Programs

District program has the entire district as its catchment. The following criteria and timelines will apply for these programs

- 8.1 French Immersion and Mill Bay Nature School
 - 8.1.1 Registration will commence the third Monday in January, one week prior to non-French immersion Kindergarten registration, until the Friday of that week.
 - 8.1.2 Students with an older sibling in the program will be given priority placement over new applicants.
 - 8.1.3 If applications exceed available space, seats will be assigned via a random selection process (lottery).

9 Withdrawal from District Programs

- 9.1 If a student, who is enrolled in a District Program withdraws during the school year, they are expected to return to their catchment school.

Reference: Sections 74 and 85(3), School Act

Adopted: September 1, 2018

Amended:

AP 302 - ADMISSION OF NON-RESIDENT STUDENTS

Background

Procedures