

# AP 301 – STUDENT REGISTRATION, ENROLMENT AND PLACEMENT

## Background

The purpose of this administrative procedure is to outline provisions for registration and attendance at catchment schools, non-catchment schools and District Programs (Choice). Eligibility for student enrolment 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 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.

## Definitions

“Catchment Area” is the boundary determined by the Board for each school, which may be adjusted periodically based on the number of school-age children residing in the area surrounding a school, space, resources, and facilities. (Click [here](#) for the School Locator, which will show your catchment area school).

“Catchment Area Student” means a person of school age who is a resident in the District and is ordinarily a resident within the catchment area of the school.

“District Programs (Choice)” are programs to which students apply for enrolment. These programs are inclusive of French Immersion and academies.

“Guardian” is a person named by the courts in accordance with the *Family Relations Act* who is responsible for a child's care and upbringing.

“Non-Catchment Area Student” means a person of school age who is a resident in the District and not a resident in the catchment area of the school.

“Ordinarily Resident” means the establishment of a permanent home and maintenance of an ongoing presence in the District. The onus is on the parents or guardians to demonstrate that they and the student meet the definition of the term “ordinarily resident.”

“School Age” is defined in the *School Act* as a person who has or will have attained the age of 5 years on or before December 31 of that school year and who has not attained the age of 19 years before July 1, in the year of application.

## 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. New Student Registration
  - 2.1. Registration application forms can be found online via the District website (<https://www.awinfosys.com/das2/sd79/public/studentregistration.asp>) or at your catchment school.
  - 2.2. A birth certificate or other legally acceptable document, along with two documents to prove B.C. residency (i.e. mortgage statement, rental agreement, utility bill, phone bill) must be provided at the time of registration.
  - 2.3. The child will not be considered registered until such documentation is made available.
  - 2.4. Parents who wish to request that their child/children attend a school outside their catchment area will submit a completed Out of Catchment Request form to their catchment school. See Out of Catchment procedure below. Forms are available at your catchment school.
  
3. Determination of Available Space and Facilities
  - 3.1. Section 74.1 of the School Act establishes priorities for enrolment to apply if the Board determines that space and facilities are available in a school.
  - 3.2. For the purpose of Section 74.1(6) and (7) of the School Act, space and facilities are available in a school if there is capacity, considering both physical and instructional resources, after reasonable enrolment projections have been made to allow for:
    - 3.2.1. Accommodation of students returning from prior years;
    - 3.2.2. Students enrolled in a District Program (Choice);
    - 3.2.3. Students incoming from designated feeder schools; and
    - 3.2.4. 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 or delegate.
  - 3.4. Decisions are to be 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. Registration Priorities

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

- 4.1. First Nations preferred school of choice for students who live on Reserve as determined by the local land rights holding Nation as described by Bill 40 from the BC Government;
- 4.2. Catchment area students who attended the school during the previous school year;
- 4.3. Siblings of catchment area students who attended the school during the previous year;
- 4.4. New catchment area students;
- 4.5. First Nation student preferred choice of schools;
- 4.6. Continuing non-catchment area students who live in District, who attended the school during the previous school year;
- 4.7. Siblings of non-catchment students who attended the school the previous year as per above; and
- 4.8. New non-catchment area students (in District).

#### 5. Catchment Areas

- 5.1. The location of the student's normal residence will usually determine the catchment area school for enrolment 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.
- 5.2. Should 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 Out of Catchment procedures listed below.

#### 6. Registration periods for Catchment Schools

- 6.1. 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.
- 6.2. Kindergarten registration will commence the third Monday in January for District Programs (Choice) and the fourth Monday in January each year for catchment schools, until the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.
- 6.3. 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 becomes available during the school year and will attend their catchment school in the following school year.

6.3.1. The available school option(s) will be the closest school(s) with appropriate space, and/or the school where busing may be provided.

6.3.2. The catchment school will share the registration information with the accepting school and advise/support parents to make contact with the school.

## 7. Out-of-Catchment School Requests:

7.1. Any student whose principal 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;

7.2. Parents who wish to request that their child/children attend a school outside their catchment area will submit a completed Out of Catchment Request form to their catchment school. These forms can be obtained from the catchment school or [online](#);

7.3. Applications will be accepted January 1st for September school start to the end of the day of instruction on the second day of school in the first week in September;

7.4. All out-of-catchment applications will be placed on a waiting list and reviewed within the first two weeks of school (September);

7.5. All out-of-catchment students who have been accepted into a school may be required to return to their catchment school in the following years, if in-catchment enrolment exceeds available space; and

7.6. After the enrolment of continuing students, if the requisite space and facilities are determined to be available, applications from out of catchment requests will be accepted in the following priority, provided application deadlines and other requirements have been met.

7.6.1. Non-catchment area student who attended the previous year;

7.6.2. Non-catchment area student whose sibling attends the school; and

7.6.3. A non-catchment area student, whose grade level matches the available space;

7.7. Students who move to a different school catchment area during a school year will have the option of remaining at their current school until the end of the school year or moving to their new catchment school should space and resources be available. Students choosing to remain at their old school will automatically be transferred to their new catchment area school for the start of the new school year.

7.8. Where there is significant enrolment pressure in a catchment, the Superintendent may entirely close a catchment to non-catchment applications.

## 8. Parent Responsibility for Transportation

- 8.1. In all cases where a non-catchment area child has had their application approved, the final responsibility for daily transportation of the student shall rest with parents/guardians. However, as a courtesy and/or where it is convenient for the District, the District may provide transportation.

## 9. Registration for District Programs (Choice)

District Programs (Choice) do not have catchments. The following criteria and timelines will apply for these programs.

### 9.1. French Immersion

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

## 10. Withdrawal from District Programs (Choice)

- 10.1. If a student who is enrolled in a District Program (Choice) withdraws during the school year, they may be expected to return to their catchment school.

## 11. Suspended or Expelled and Non-District Students

### 11.1. Enrolment applications may be refused if the student:

- 11.1.1. Is under suspension from a British Columbia public school or District, or
- 11.1.2. Has a 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.

- 11.2. 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.

## 12. Sibling Preference

- 12.1. Subject to the *School Act*, when one sibling is enrolled in or admitted to an educational program in a school (other than because of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply when the siblings will not be attending concurrently.

Reference: Sections 74 and 85(3), School

Adopted: September 1, 2018

Amended: May 2024