

605 Admission of Students to School

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Policy

As prescribed in Section 82 (1) of the *School Act*, the Board must provide an educational program free of charge to every student of school age resident in its school district and enrolled in an educational program in a school. A student is resident in a school district if the student is ordinarily resident in the school district and the guardian of the person of the student is ordinarily resident in British Columbia.

The Superintendent shall establish school catchment areas, and review on annual basis, to ensure that each school has the capacity to accommodate the anticipated enrollment of students in its catchment area. Catchment areas shall be determined after due consideration of all relevant factors, including the accommodation available in the schools, the accessibility of the schools to the students, and the safety of the students in going to and from school. The Board shall be informed of all major changes to school boundaries.

While it is highly desirable that each student attends his or her neighbourhood school, a number of circumstances may make attendance at another School District school advantageous or necessary.

The Board may also provide for the admission of fee-paying international students to School District schools. The admission procedures for fee-paying students are described in the final section of this policy titled Fee-Paying International Students.

Student Admission and School Choice

Student admission is guided by the following principles:

- The admission process should maximize the number of students able to attend their catchment area school in accordance with their interests
- The admission process should enable the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- The admission process should support clarity, stability and continuity for students and families. Wherever possible, siblings will be admitted to the same school.
- The admission process should enable school and district staffs to plan the allocation of resources in ways that will best accommodate demand and minimize adjustments required at the beginning of the school year.

Determination of Available Space and Facilities

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.

Space and facilities are available in a school for purposes 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 the accommodation of catchment and non-catchment area students returning from the previous school year, students enrolling in district programs, students incoming from designated feeder schools, and children enrolling in kindergarten who live in the catchment area for the school.

The Board of Trustees hereby delegates to the Superintendent of Schools, or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs in the School District for purposes of section 74.1(6) and (7) of the *School Act*.

Decisions are to be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:

- the operating capacity of the school as defined by the Ministry of Education
- the level of staff assigned to a school by the district
- the physical space in which instructional programs operate in the school
- the ability of the school to provide the appropriate educational programs for the applicant and other students.

The Superintendent shall also establish administrative procedures to address other issues related to the enrollment, placement or transfer of students in schools, in accordance with the provisions of the *School Act*.

Administrative Procedures

Definitions:

“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.

“International Students” is defined as students who have moved from outside Canada to British Columbia and do not meet the residency requirements of Section 82 of the *School Act*

“Place of residence” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s guardian of the person, unless satisfactory evidence is produced that

the student's ordinary residence during the school year is elsewhere. The place of residence at the time of application determines the status of the applicant as a catchment area, non-catchment area, or non-school district child.

"District Program" means those programs (e.g. French Immersion K-12, Inspirations 44, Late French Immersion) established by the Board that have the entire School District as the catchment area. Upon leaving a district program to enter the regular program, the regular program catchment area will apply to the student for placement purposes.

"Alternative Programs" means those programs (e.g. Windsor House Program, Keith Lynn Alternate Secondary School) as described in *Policy 204: Alternative Programs or Schools*.

"Catchment area child" means a person of school age, and resident in the catchment area of the school.

"Non-catchment area child" means a person of school age, resident in the School District, and not resident in the catchment area of the school.

"School district child" means a catchment area child or a non-catchment area child.

"Non-school district child" means a person of school age, resident in British Columbia, and not resident in the School District.

"Previous school year" means the school year previous to the school year for which the person is applying to enroll in an educational program.

"Feeder schools" and their associated "receiving schools" are described by the Board's established catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school, unless an application for enrollment elsewhere is accepted.

"Continuing school district student" means a student in attendance at the school or a designated feeder school during the previous school year, and resident in the School District.

Catchment Areas

The location of the student's place of residence will determine their catchment area school. The Board document called "School Attendance (Catchment) Areas" will provide a reference to parents and staff for identification of the school to which a student new to a school should first apply for admission.

It is the responsibility of the principal of the requested school to arrange for a placement interview for any prospective student and parent for the purpose of assessing the educational needs of the student and the capacity of the school to serve those needs.

Should a principal, in consultation with the Superintendent of Schools, or his or her designate, determine that placement of a student in the school is not possible due to the lack of space, facilities, available resources, or appropriate educational program, procedures for an alternative placement are described below.

Dates for Application for Enrollment

Before the 1st of December each school year, the Board will establish and publish application dates and procedures for:

- non-school district children
- non-catchment area children, except for continuing school district students
- children and students applying in district programs for the first time
- catchment area children, other than continuing school district students
- children applying for first-time entry to kindergarten programs

The Board may establish different enrollment dates for different grades, educational programs, schools, or categories of applicants. An alternate process will be used for the enrollment of continuing school district children.

Applications received after the date(s) established will be dealt with in accordance with the procedures described below.

Placement of Students

In some circumstances, the catchment area school, or the requested school will not have space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs. The School District will arrange an alternative placement.

When the principal in consultation with the Superintendent's designate determines that there is insufficient space, facilities, resources, or educational programs in that school, the principal will arrange for a placement in another school. Should the child's application for registration occur after the established date, and the principal is unable to accommodate the child, and the child wishes to attend the catchment area school, or the requested school, a "Student Transfer Application" request is required.

Transfer of Students

A parent requesting a transfer for their child must complete and sign a *Student Transfer Application*. The parent will be asked to state the reasons for the requested transfer. The principal of the school that the child is currently attending may request an interview with the parent and/or the student in order to discuss the requested transfer. The *Student Transfer Application* form is available at all schools in the North Vancouver School District and once completed must be submitted to Central Registration.

Parents may request that a continuing school district student be permitted to attend another school, other than the school the child is currently attending. Such a request will be granted, provided that suitable program, resources, space and facilities are available in the other school. After a process of consultation, a principal may also initiate a transfer of a continuing school district student from one school to another based upon the principal's assessment of the best interests of that student and other students in the school.

In consultation with the Superintendent of Schools, or his or her designate, the principal at the receiving school is responsible for communicating final acceptance or denial of the transfer requested. This decision will be based upon the availability of space, facilities, resources, and appropriate educational program at that school.

In respect to the transfer of continuing school district students to schools within the School District, the School District will make no provision for student transportation between the home and the school.

Placement in an Educational Program

A child of school age who applies for the first time in the School District for admission, and who has previously attended a public school outside the province of British Columbia, or any private school, shall be placed by the principal according to the student's age (age appropriate placement). If, in the opinion of the principal, a placement other than an age appropriate placement is suitable then the principal, in arriving at such a decision, shall consider all relevant information including records and test results.

Admission of Non-British Columbia Residents (Canada)

As non-British Columbia residents do not qualify for funding from the Ministry of Education, fees may be charged. As prescribed in Section 82 (1) of the *School Act*, the Board must provide an educational program free of charge to every student of school age resident in its school district and enrolled in an educational program in a school. A student is resident in a school district if the student is ordinarily resident in the school district and the guardian of the person of the student is ordinarily resident in British Columbia.

The Superintendent or designate may grant permission to non-Canadian students who are visiting a close relative or friend to attend school as a visitor for a limited period of time. The school is not expected to assume the usual responsibility for instruction, evaluation, or reporting of progress.

Admission of Non-Canadian Students

As non-Canadian students do not qualify for funding from the Ministry of Education, fees may be charged.

The admission of non-Canadian students to Canada, and the specification of privileges associated with such admission, is essentially a Federal responsibility. Admission into a

District school of non-Canadian students who are resident in the School District shall, therefore, be governed by the following provisions:

- Landed immigrants shall be granted the same educational privileges as Canadians.
- The Superintendent or designate may grant permission to attend school for a limited period of time to students who are non-Canadian school age children of persons holding work permits. Permission shall be granted only if the Superintendent or designate determines that the attendance of such a student will not unduly strain the resources of the school.
- The Superintendent or designate may grant permission to non-Canadian students who are visiting a close relative or friend to attend school as a visitor for a limited period of time. The school is not expected to assume the usual responsibility for instruction, evaluation, or reporting of progress. Admission shall be granted to students of parents who are enrolled full time in a recognized, degree-granting program at a provincial community college or university (independent language schools do not qualify) and who hold a Study Permit for two years or greater.
- Admission shall not be granted to other categories of students except in exceptional circumstances. As an example of exceptional circumstances, principals of schools may grant permission to non-Canadian students participating in a recognized international student exchange program to attend for a specified period of time. The Superintendent may also provide for temporary admission to non-Canadian students pending a legal determination of the guardianship of a student.
- No written permission shall be provided which would enable a student to obtain a study permit except as required for the exceptional circumstances determined by the Superintendent or for fee-paying international students described in the section below.

Fee-Paying International Students

The Superintendent may, consistent with this policy, grant permission to students to apply to the School District as an international student. There shall be a fee charged to students who are accepted in this capacity.

The following are the procedures that shall govern the admission of such students:

- Students must be able to demonstrate that they are able to achieve at a high level in studies taught in the English language.
- Elementary-age students (Kindergarten-Grade 7) must reside with their own parent(s) while participating in the School District as an international student.
- Secondary-age students agree to reside in a residence approved by the School District Program Administrator and the parent(s).

- Secondary-age students must be able to function effectively in a Canadian cultural environment without the direct supervision of their parents. Responsibility for assessing such abilities rests with a person or screening committee appointed by the Superintendent.
- Prior to enrollment, students must provide evidence that the Government of Canada has issued a Study Permit approving study at a school in Canada.
- The annual fee payable by students shall be determined by the Board and is not refundable.
- The full amount of the annual fee must be received by the School District prior to the Superintendent granting final admission approval.
- The Superintendent may engage the services of an agency or agencies to assist in the identification of applicants for admission under this regulation and to coordinate arrangements for homestays.
- Students and their parent(s) are responsible for transportation between the homestay and the school.
- Students and their parent(s) must provide proof of adequate medical insurance in advance of the Superintendent granting final admission.
- Students and their parent(s) may be responsible for the cost of any additional fees normally charged by the school in which the student is enrolled.
- Students shall abide by the rules of the Participation Agreement contained in their application and with the rules and behavioural expectations of the school in which they are enrolled. Infractions of these rules may be grounds for dismissal.
- The Superintendent or designate will determine each student's age-appropriate placement in a District school and an educational program.
- The School District will provide an orientation program for fee-paying international students.