

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Students/Admissions</b>	<i>Policy Number</i> <b>226A</b>
<i>Former Policy #</i> <b>602A</b>	<i>Page</i> <b>1 of 6</b>
<i>Original Approved Date:</i> <b>March 1987</b>	<i>Last Approval Date:</i> <b>June 1999 May 18, 2010 February 7<sup>th</sup>, 2012</b>

**POLICY TITLE:       ADMISSION TO ELEMENTARY SCHOOLS**

## **SECTION A**

### **1. PURPOSE**

Catholic elementary schools exist primarily to meet the needs of Catholic pupils and their families. The York Catholic District School Board embraces the opportunities and challenges of providing a learning environment in which Christ's teaching and our Catholic faith are preeminent in the quest to educate pupils to become citizens of the world who live out the Gospel message on a daily basis.

The following is the policy and procedures whereby a pupil may be admitted to a Catholic elementary school in the York Catholic District School Board.

### **2. POLICY STATEMENT**

It is the policy of the York Catholic District School Board to admit to its elementary schools those pupils who have the right of attendance, and then to consider other admission requests.

### **3. PARAMETERS**

- 3.1 The provisions of the Ontario Education Statutes and Regulations and Board geographical boundaries shall determine which pupils are entitled to 'right of attendance' to a specific elementary school in the Board.
- 3.2 Elementary school-aged children whose parent(s)/guardian(s) direct taxation to the Separate School Board shall be admitted to the geographically designated home school.
- 3.3 All admission requirements must be met before an admission will be approved or continued.
- 3.4 The residential address of the parent or legal guardian of the pupil will determine the designated home school.
- 3.5 Elementary pupils must participate in all required instructional periods, including classes in religious education, family life education and the liturgical celebrations of the school.

- 3.6 Where a school boundary has been redefined or where a school boundary has been newly created, pupils residing within the redefined or newly created boundary shall attend the school in the newly designated area.
- 3.7 Pupils will be entitled to transportation services in accordance with current Board policies and procedures.
- 3.8 Out of boundary/out of region families/guardians may make application for their child(ren) to attend a Catholic elementary school through the out of boundary/out of region application process however such application does not necessarily guarantee admission.
- 3.9 All requests to attend an elementary school other than the home school, will be addressed as follows:
- The parent/guardian must submit an out of boundary/out of region application (TCH19);
  - Applications will be kept on file in the order of date received;
  - Applications will be considered on an individual basis and where there is capacity within the school, and
  - A copy of the TCH19 shall be returned to the parent/guardian once a disposition has been made.
- 3.10 Out of boundary pupils are not eligible for transportation services.
- 3.11 An out of boundary pupil attending an elementary Catholic school in grade 8 is not automatically entitled to attend the Catholic secondary school to which the elementary is a feeder school. The pupil shall be directed to his/her home Catholic secondary school or may apply for an out of boundary/out of region admission via a TCH19A. It is incumbent for the elementary school to inform the pupil of his/her Catholic secondary boundary school during the time period (October/ November) when initial application is being made to secondary school.
- 3.12 Only Catholic pupils will be considered for an out of region admission.
- 3.13 The initial placement of a pupil new to a school will be in the age-appropriate grade.
- 3.14 Pupils who have been expelled from any Ontario school and who have completed a program for expelled students shall be referred to the superintendent of education who in consultation with the principal will determine an appropriate placement recommendation.
- 3.15 The Director of Education may admit a pupil on compassionate or humanitarian grounds where in the opinion of the Director, the pupil's interests will be best served in a Roman Catholic School.

#### **4. RESPONSIBILITIES**

- 4.1 Director of Education  
To ensure system compliance with this policy.
- 4.2 Superintendent of Education (Elementary)  
To collaborate with principals on the admission on out of boundary/out of region pupils;  
To determine the final resolution in matters of admission appeals.
- 4.3 Principals  
To comply with the guidelines of this policy when admitting pupils to an elementary school;  
To respond in writing to any request for admissions that are denied citing the reasons.

## **5. DEFINITIONS**

- 5.1 Home or Boundary School  
Refers to the school that is located in the same Board defined boundary area as the residential address of the parent or legal guardian of the pupil.
- 5.2 Out of Region Pupil  
Refers to a pupil who does not live in York Region.
- 5.3 Non-resident Pupil  
Refers to VISA and Out of Province pupils.
- 5.4 Out of Boundary School  
Refers to a school that is located in a different Board designated boundary area than the residential address of the parent or legal guardian of the pupil.

## **6. CROSS REFERENCES**

Education Act  
Immigration and Refugee Protection Act (Canada)  
Regulations of the Government of Canada; Department of Indian and Northern Affairs  
Canadian Education Exchange Foundation (CEEF)

YCDSB Policy #202 - Safe Schools (Pupil Discipline)  
YCDSB Policy #226B - Admission to Secondary School  
YCDSB Policy #226C - Admission of Pupils with Special Needs  
YCDSB Policy #804 - Payment of Tuition Fees

## **7. RELATED FORMS**

Out of Boundary/Out of Region Application - TCH19

**POLICY TITLE: ADMISSION TO ELEMENTARY SCHOOLS**

**SECTION B**

**GUIDELINES**

**1. ADMISSION REQUIREMENTS**

- 1.1 Proof of age;
- 1.2 One parent/guardian must be eligible to designate separate school support and/or provide proof of separate school support;
- 1.3 A Roman Catholic Baptismal certificate of either the pupil or parent/guardian;
- 1.4 Proof of Canadian citizenship or landed immigrant status or other valid legal status; and
- 1.5 If not residing with parents, proof of guardianship through the Courts of Ontario (under 18 years).
- 1.6 A Roman Catholic pupil who is a Ward of the Government of Ontario.

**2. DISCRETIONARY ADMISSION**

- 2.1 A non-Catholic pupil being prepared for a Catholic baptism or profession of faith where the parent will become a Separate School supporter. Admission will be on a temporary basis for the current school year only.
- 2.2 A Christian Orthodox pupil, upon presentation of a baptismal certificate in the Christian Orthodox church, provided other admissions requirements are met.
- 2.3 A Roman Catholic pupil whose parent or guardian does not qualify as a Separate School supporter provided other admissions requirements are met;
- 2.4 A newly landed immigrant, who cannot comply with admission requirements as defined in Section 1.

**3. OUT OF BOUNDARY ADMISSION**

Where a family/guardian requests admission for a child(ren) other than the home school, the following procedure will apply:

- 3.1 The family must submit an out of boundary application (TCH19) to the principal of the school they wish their child(ren) to attend;
- 3.2 Applications will be kept on file in the order of date received;
- 3.3 Applications will be considered on an individual basis subject to criteria established by the Board; and
- 3.4 A copy of the TCH19 shall be returned to the parent/guardian once a disposition has been made.

#### **4. OUT OF BOUNDARY/OUT OF REGION ADMISSION PROCESS**

- 4.1 Out of Boundary Admission (Eligible pupil residence within York Region)
  - 4.1.1 Eligible pupils residing within York Region but wishing to attend an elementary school other than their home school must submit an application to the principal of the requested out of boundary Catholic elementary school.
  - 4.1.2 The decision to admit is at the discretion of the receiving principal, (subject to the parameters of this policy) in consultation with the Superintendent of Education, who retains the final authority to approve the admission.
- 4.2 Out of Region Admission (Catholic pupil residence outside of York Region)
  - 4.2.1 Catholic pupils residing outside of York Region who wish to attend a York Catholic District School Board elementary school must submit an application to the principal of the requested out of region Catholic elementary school.
  - 4.2.2 The decision to admit is at the discretion of the receiving principal, (subject to the parameters of this policy) in consultation with the Superintendent of Education, who retains the final authority to approve the admission.
  - 4.2.3 Criteria for consideration include but are not limited to the following:
    - a) the pupil's admission will not negatively impact on the school/class organization i.e. additional staff or classrooms are not required;
    - b) sufficient accommodation is available at the school;
    - c) parent/guardian is a separate school supporter; and
    - d) a positive pupil record.

#### **5. EXCHANGE PUPILS**

Pupils identified as exchange pupils will participate in reciprocal, school-based programs, provided in co-operation with Canadian school authorities and foreign exchange partners of the Canadian Education Exchange Foundation (CEEF).

CEEF maintains exchange programs formerly provided for Ontario School boards by the Ministry of Education. Admission will be in accordance to Board policies and procedures.

#### **6. NATIVE PEOPLE (Government of Canada)**

Pupils identified as Native people will be admitted in accordance with the Regulations of the Government of Canada, Department of Indian and northern Affairs, the Ontario Education Statutes and Regulations and in accordance with Board policies and procedures.

**7. NON-LANDED IMMIGRANT, REFUGEE, WORK PERMIT, DIPLOMATIC STATUS**

Pupils identified as non-landed Immigrant, Refugee, Work Permit, Diplomatic Status, will be admitted in accordance to the Ontario Education Statutes and Regulations, and to Immigration Canada Laws and procedures, and in accordance with Board policies and procedures.

**8. NON-RESIDENT PUPIL ADMISSIONS (VISA/OUT of PROVINCE)**

All non-resident pupil admissions are processed through the Admissions Office at the Catholic Education Centre, York Catholic District School Board.

**9. EXPELLED PUPILS**

An expelled pupil will be referred to the superintendent of education who in consultation with the principal will determine an appropriate placement recommendation.

**10. ADMISSION APPEALS**

Parents or legal guardians may appeal a principal’s admission decision in writing to the superintendent of the elementary school. Appeals should clearly state the reason(s) for the appeal highlighting violations to due process or procedures not followed within this policy. In general, appeals will be denied if the principal has fulfilled his/her duties within the parameters of this policy.

<b>Approval by Board</b>	<b>February 7<sup>th</sup>, 2012</b> <i>Date</i>
<b>Effective Date</b>	<b>February 7<sup>th</sup>, 2012</b> <i>Date</i>
<b>Revision Dates</b>	<i>Date</i>
<b>Review Date</b>	<b>February 2016</b> <i>Date</i>