

YORK CATHOLIC DISTRICT SCHOOL BOARD



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

POLICY TITLE: ADMISSION TO SECONDARY SCHOOLS

SECTION A

1. PURPOSE

The York Catholic District School Board embraces the opportunities and challenges of providing a Catholic education to pupils across the entire Junior Kindergarten to Grade 12 spectrum.

Our Catholic Secondary Schools enable young people to complete their grade 9 through 12 education in an environment that enriches their personal and collective Faith life, and supports the goal of meeting the Catholic Secondary School Graduate expectations.

Each secondary school is organized to accept pupils who have the right of attendance from a defined geographic area. The Board also recognizes that there may be instances where a pupil whose residential address is outside of the boundary of a secondary school may wish to attend another secondary school.

The purpose of this policy is to set out the policy and procedures whereby a pupil may be admitted to a secondary 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 secondary schools first 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 secondary school in the Board.
- 3.2 The residential address of the parent or legal guardian of the pupil will determine the designated home school (right of attendance).
- 3.3 All admission requirements must be met before an admission will be approved.

- 3.4 Participation in all required instructional courses/programs including religious education is mandatory in order for a pupil to continue their education in a secondary school of the Board.
- 3.5 Pupils will be entitled to transportation services in accordance with current Board policies and procedures.
- 3.6 When a new secondary school is opened, all grade 9 and 10 pupils whose residential address is within the boundary of the new school shall have the new school deemed as their home school. Acceptance of out of boundary/out of region pupils for the first two years of operation will only be allowed subject to parameter 3.9.
- 3.7 Application to a York Catholic District School Board secondary school through the out of boundary/out of Region application process does not necessarily guarantee admission.
- 3.8 All requests to attend a secondary school, other than the home school, will be addressed as follows:
 - The pupil must submit an out of boundary/out of region application (TCH19A);
 - 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 TCH19A shall be returned to the parent/guardian once a disposition has been made.
- 3.9 Additional consideration for an out of boundary/out of region admission will be given when a specific program or course of study for the school year of requested enrolment is unavailable at the pupil's home or boundary school.
- 3.10 Admission of an out of boundary/out of region pupil is 'pupil specific' and does not guarantee that siblings will be approved for admission.
- 3.11 Out of boundary/out of region pupils are not eligible for transportation services.
- 3.12 Additional admissions criteria/processes exist for schools providing regional programs.
- 3.13 An out of boundary/out of region 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.
- 3.14 Pupils attending a Regional Program, in a school outside of their boundary area, will be required to complete an application for out of boundary/out of region admission (TCH19A) should they wish to remain at that school, upon leaving the Regional Program.
- 3.15 A pupil in grade 9 and 10 whose family moves out of boundary/out of region during a school year may finish the current year but shall not be readmitted the next school year if they still reside out of boundary/out of region unless approved by the out of boundary/out of region application process.
- 3.16 A current pupil in grade 11 or 12 whose family moves out of boundary/out of region prior to his/her graduation will be permitted to remain until graduation, upon completion of a TCH19A, but will receive no transportation.

- 3.17 Pupils wishing to be admitted to a Catholic secondary school, after completing the first semester of Gr. 9 at another school must:
- satisfy all admission requirements; and
 - participate in an intake interview, with the principal, to discuss the admission questionnaire prior to the admission being confirmed.
- 3.18 Only Catholic pupils will be considered for an out of region admission.
- 3.19 Pupils who have been expelled from any Ontario school, and who have completed a program for expelled pupils, shall be referred to the superintendent of education who, in consultation with the principal, will determine an appropriate placement recommendation.

4. RESPONSIBILITIES

- 4.1 Director of Education
To ensure system compliance with this policy.
- 4.2 Superintendent of Education (Secondary)
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 a secondary 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 Open Access Pupil
Refers to a pupil who under provincial legislation has a right to attend a public or Catholic district school board secondary school within York Region irrespective of their religious affiliation.
- 5.5 Out of Boundary/Out of Region 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
Ontario Works Act

YCDSB Policy #202 – Safe Schools (Pupil Discipline)
YCDSB Policy #226A – Admission to Elementary 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 - TCH 19A

Approval by Board	May 18, 2010 _____ <i>Date</i>
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Revision Dates	_____ <i>Date</i>
Review Date	May 2015 _____ <i>Date</i>

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SECTION B

GUIDELINES

1. ADMISSION REQUIREMENTS

- 1.1 Proof of age;
- 1.2 a Roman Catholic Baptismal certificate or pupil identification as being in accordance with the rules governing open access;
- 1.3 commitment to participate in school liturgical celebrations with reverence and to take the required Religious Education credits;
- 1.4 completion of pre-admissions questionnaire/checklist, where required (S.3A);
- 1.5 proof of Canadian citizenship or landed immigrant status or other valid legal status; and
- 1.6 If not residing with parents, proof of guardianship through the Courts of Ontario (under 18 years).

2. OUT OF BOUNDARY/OUT OF REGION ADMISSION PROCESS

- 2.1 Out of Boundary Admission (pupil residence within York Region)
 - 2.1.1 Pupils residing within York Region but wishing to attend a secondary school other than their home school must submit an application to the principal of the requested out of boundary Catholic secondary school.
 - 2.1.2 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.
 - 2.1.3 The annual renewal of an out of boundary admission is subject to the pupil's commitment to his/her studies and the principal's determination of its on-going benefit.
- 2.2 Out of Region Admission (Catholic pupil residence outside of York Region)
 - 2.2.1 Catholic pupils residing outside of York Region who wish to attend a York Catholic District School Board secondary school must submit an application to the principal of the requested out of region Catholic secondary school.
 - 2.2.2 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.

- 2.2.3 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.
- 2.2.4 The annual renewal of an out of region admission is subject to the pupil's commitment to his/her studies and the principal's determination of its on-going benefit.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. PUPILS ON SOCIAL ASSISTANCE

Pupils identified as being on Social Assistance will be admitted in accordance with Board policy and procedure. Under the Ontario Works Act, it is the responsibility of the pupil to provide Social Services with their school attendance report. In cases of concern, or any changes in residence or status, the principal in consultation with appropriate staff and/or agencies, should contact Social Services.

9. ADMISSION APPEALS

Parents or legal guardians may appeal a principal's admission decision in writing to the superintendent of the secondary 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.