

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Students/Admissions</b>	<i>Policy Number</i> <b>226B</b>
<i>Former Policy #</i> <b>602B</b>	<i>Page</i> <b>1 of 8</b>
<i>Original Approved Date:</i> <b>March 1987</b>	<i>Last Approval Date:</i> <b>June 1999 May 18, 2010 November 25, 2014 January 26, 2016</b>

**POLICY TITLE: ADMISSION TO SECONDARY SCHOOLS**

## **SECTION A**

### **1. PURPOSE**

The York Catholic District School Board embraces the opportunities and challenges of providing a learning environment in which all students are able to maximize their potential in a setting where Christ's teachings and our Catholic faith are preeminent.

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

Each Catholic Secondary school is organized to accept students who have a right of attendance to a Catholic Secondary school from a defined geographic area. York Catholic District School Board also recognizes that there may be instances where a student whose residential address is outside of the boundary may wish to attend another Catholic Secondary school.

The purpose of this policy is to outline the procedures and guidelines whereby a student may be admitted to a Catholic 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 Catholic Secondary schools first those students who have a right of attendance, and then to consider other admission requests.

### 3. PARAMETERS

- 3.1 The provisions of the *Education Act* and all relevant Provincial and/or Federal Regulations along with Board geographical boundaries shall determine which students are entitled to a 'right of attendance' at a specific Catholic Secondary school in the Board.
- 3.2 All admission requirements in Section B of this policy must be met before an admission to a Catholic Secondary school will be approved or continued.
- 3.3 The residential address of the Parent/Guardian whom the student resides with will determine the geographically designated Catholic Secondary home school (right of attendance).
- 3.4 Participation in all required instructional courses/programs including Religious Education is mandatory for every Catholic Secondary student in the York Catholic District School Board.
- 3.5 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.
- 3.6 Only Catholic students will be considered for an Out of Region admission.
- 3.7 All requests to attend a Catholic Secondary school, other than the Catholic Secondary home school, will be addressed as follows:
  - 3.7.1 The student must submit an Out of Boundary/Out of Region application (TCH19A);
  - 3.7.2 Applications will be kept on file in the order of date received; and,
  - 3.7.3 Applications will be considered on an individual basis and where there is capacity within the school.
- 3.8 An Out of Boundary/Out of Region student attending a Catholic Elementary school in Grade 8 is not automatically entitled to attend the Catholic Secondary School to which the Elementary is a feeder school.
  - 3.8.1 The student shall be directed to his/her Catholic Secondary home school or may apply for an Out of Boundary/Out of Region admission via a TCH19A.
  - 3.8.2 Final approval of the TCH19A will be by the School Superintendent, with due consideration being given to students that have attended the Catholic Elementary School consecutively from grades 4 to 8.
- 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 student's home school.
- 3.10 Admission of an Out of Boundary/Out of Region student is 'student specific' and does not guarantee that siblings will be approved for admission.
- 3.11 Out of Boundary/Out of Region (TCH19A) students are not eligible for transportation services.
- 3.12 Additional admissions criteria/processes may exist for schools providing Regional Programs.

- 3.13 Students 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.
- 3.14 Admission of students with special needs who reside outside of the geographical boundary of a school may be approved by the Superintendent of Education responsible for Student Services subject to satisfying all admission requirements and completion of an appropriate *Transition to School* plan.
- 3.15 A *Transition to School Plan* must be developed and prepared for implementation prior to the admission of a student with very high needs.
- 3.16 Students shall be entitled to transportation services in accordance with current Board policies and procedures.
- 3.17 When a new Catholic Secondary School is opened, all Grade 9 and 10 students whose residential address is within the boundary of the new school shall have the new school deemed as their home school in accordance with boundaries approved by the Board. Acceptance of Out of Boundary/Out of Region students for the first two years of operation will only be approved subject to parameter 3.8.
- 3.18 A student 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.
- 3.19 Students wishing to be admitted to a Catholic Secondary school, after completing the first semester of Grade 9 at another Secondary school must:
  - 3.19.1 Satisfy all admission requirements; and,
  - 3.19.2 Participate in an intake interview, with the Principal, to discuss the Pre Admission Questionnaire/Checklist (S3A) prior to the admission being approved.
- 3.20 A current student in Grade 11 or 12 whose Parents/Guardians move 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.
- 3.21 Students 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 overseeing Safe Schools who, in consultation with the Principal, will determine an appropriate placement recommendation.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Admission to Secondary Schools policy and guidelines.
- 4.1.2 To authorize agreements with Exchange organizations.
- 4.1.3 To authorize discretionary admission(s) other than those in the defined guidelines.

#### **4.2 Senior Manager of Administrative Services**

- 4.2.1 To support the implementation and compliance of the Admission to Secondary Schools policy and guidelines.

#### **4.3 Admissions Services**

- 4.3.1 To monitor the administration of the Admission to Secondary Schools policy and guidelines to ensure compliance.
- 4.3.2 To be a resource to Catholic Secondary schools and Parents/Guardians for clarification of admission requirements and with meeting the requirements of admission to Catholic Secondary schools.

#### **4.4 Superintendent of Education: Safe Schools**

- 4.4.1 To review and approve, in consultation with the appropriate school Superintendent of Education and Principal, the admission of all expelled students as outlined in the guidelines of the Admission to Secondary Schools policy.
- 4.4.2 To ensure that appropriate resources and supports are in place to support learning needs of students who have completed a program for expelled students.

#### **4.5 Superintendent of Education: School Leadership (Secondary)**

- 4.5.1 To collaborate with Principals on the admission of Out of Boundary/Out of Region students as outlined in the guidelines of the Admission to Secondary Schools policy.
- 4.5.2 To collaborate with the appropriate Superintendent of Education responsible for Students Services or Safe Schools when considering the admission of an Out of Boundary/Out of Region student with special needs or an expelled student.
- 4.5.3 To determine the final resolution in matters of admission appeals.

#### **4.6 Superintendent of Education: Student Services**

- 4.6.1 To review and approve, in consultation with the Coordinator of Special Programs, the appropriate school Superintendent of Education and Principal, the admission of all Out of Boundary/Out of Region students with special needs as outlined in the guidelines of the Admission to Secondary Schools policy.
- 4.6.2 To review and approve the Transition to School plan for all students with special needs.

#### **4.7 Principals**

- 4.7.1 To comply with the guidelines of this policy when admitting students to a Catholic Secondary school.
- 4.7.2 To collaborate and consult with the appropriate Superintendent of Education when considering the admission of a student with special needs or an expelled student.
- 4.7.3 To oversee the implementation of the Transition to School plan.
- 4.7.4 To respond in writing to any request for admissions which are denied citing the reasons.

## **5. DEFINITIONS**

### **5.1 Home School**

Refers to the Catholic Secondary school that is located in the same Board defined boundary area as the residential address of the Parent or Guardian of the student.

### **5.2 Non-resident Student**

Refers to VISA and Out of Province students.

### **5.3 Open Access Student**

Refers to a student 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.

### **5.4 Out of Boundary/Out of Region School**

Refers to the residential address of the Parent or Guardian that is located in a different Board defined boundary area.

### **5.5 Out of Region Student**

Refers to a student who does not live in York Region.

### **5.6 Transition to School Plan**

A written plan developed by the Coordinator of Special Programs in consultation and collaboration with the Parent/Guardian, Special Education Consultant assigned to the Catholic Secondary school and the school Principal.

The Transition to School Plan's completion and readiness for implementation at the school level is a condition for the approval of admission for students with special needs:

The Transition to School Plan contains the following components:

5.6.1 Signed consent forms for the release of information from the appropriate School Board, hospital or agency;

5.6.2 Special Education placement and program information from the previous School Board, hospital or agency; and,

5.6.3 Collaboration with the Coordinator of Special Programs (Secondary) if the student requires a program/resources not available in the school.

## **6. CROSS REFERENCES**

YCDSB Policy 202 Safe Schools (Student Discipline)

YCDSB Policy 203 Student Transportation Services

YCDSB Policy 226A Admission to Elementary Schools

YCDSB Special Education Guidelines

Student Transportation Services Procedures Manual

*Education Act*

*Immigration and Refugee Protection Act (Canada)*

*Ontario Works Act*

*Regulations of the Government of Canada; Department of Indian and Northern Affairs*

## **7. RELATED FORMS**

TCH 19A Out of Boundary/Out of Region Application

S3A Pre-Admission Questionnaire/Checklist

<b>Approval by Board</b>	<b>January 26, 2016</b> <i>Date</i>
<b>Effective Date</b>	<b>January 27, 2016</b> <i>Date</i>
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<b>Review Date</b>	<b>January 2021</b> <i>Date</i>

## **POLICY TITLE: ADMISSION TO SECONDARY SCHOOLS**

### **SECTION B: GUIDELINES**

#### **1. ADMISSION REQUIREMENTS (Original Documents)**

- 1.1 A Roman Catholic Baptismal certificate or student identification as being in accordance with rules governing open access;
- 1.2 Student's Proof of age;
- 1.3 Proof of Canadian citizenship or landed immigrant status or other valid legal status.
- 1.4 Proof of residency
- 1.5 Commitment to participate in school liturgical celebrations with reverence and to take the required Religious Education credits;
- 1.6 Completion of Pre-admission Questionnaire/Checklist, where required (S3A);
- 1.7 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** (student residence within York Region)
  - 2.1.1 Eligible students residing within York Region but wishing to attend a Catholic Secondary school other than their Catholic Secondary 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 an Out of Boundary student is subject to the parameters and guidelines of this policy. The Principal must consult with the appropriate Superintendent of Education of Schools, Safe Schools and/or Student Services as they retain the final authority to approve the admission.
- 2.2 **Out of Region Admission** (Catholic student residence outside of York Region)
  - 2.2.1 Catholic students 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 appropriate 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:
    - 2.2.3.1 The student's admission will not have an impact on the school/class organization (i.e.: additional staff or classrooms required);
    - 2.2.3.2 Sufficient accommodation is available at the school;
    - 2.2.3.3 Parent/guardian is an English Separate School supporter; and,
    - 2.2.3.4 A positive student record.

#### **3. STUDENTS WITH SPECIAL NEEDS**

- 3.1 Students with special needs residing within or outside of York Region and who require particular support to assist with their learning may be admitted subject to:

- 3.1.1 All admission criteria (Secondary) are met;
- 3.1.2 Transition to School Plan is complete;
- 3.1.3 Space is available to meet projected local needs;
- 3.1.4 The pupil can be accommodated by the existing resources within the school; and,
- 3.1.5 Approval has been granted by the Superintendent of Education responsible for Student Services.

3.2 Admission may not occur until after the start of a school year/semester as all pertinent information must be received and reviewed in order to prepare an appropriate Individual Education Plan (IEP).

#### **4. EXCHANGE STUDENTS**

Students identified as exchange students will participate in reciprocal, school-based programs, provided in co-operation with Board authorized Canadian school authorities and Board authorized foreign exchange partners. Admission will be in accordance to Board policies and procedures.

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

Students identified as Native people will be admitted in accordance with the Regulations of the Government of Canada, Department of Indian and Northern Affairs, the *Education Act* and all relevant Provincial and/or Federal Regulations and in accordance with Board policies and procedures.

#### **6. NON-LANDED IMMIGRANT, REFUGEE, PARENTS ON STUDY/WORK PERMIT, DIPLOMATIC STATUS**

Students identified as non-landed Immigrant, Refugee, Parents on Study/Work Permit, Diplomatic Status, will be admitted in accordance to the *Education Act* and all relevant Provincial and/or Federal Regulations, Immigration Canada Laws and procedures, and in accordance with Board policies and procedures.

#### **7. NON-RESIDENT STUDENT ADMISSIONS (VISA/OUT of PROVINCE)**

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

#### **8. EXPELLED STUDENTS**

An expelled student will be referred to the Superintendent of Education responsible for Safe Schools who, in consultation with the appropriate school Superintendent of Education and Principal, will determine an appropriate placement recommendation.

#### **9. STUDENTS ON SOCIAL ASSISTANCE**

Students 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 student 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.

#### **10. ADMISSION APPEALS**

Parents or legal guardians may appeal a Principal's admission decision in writing to the appropriate Secondary School Superintendent of Education. 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.