

# 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 8</b>
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**POLICY TITLE:       ADMISSION TO ELEMENTARY 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 Elementary schools enable young people to complete their Kindergarten through Grade 8 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 Elementary school is organized to accept students who live in a defined geographic boundary and are Resident Pupils who have a right to attend a Catholic Elementary school under the jurisdiction of the York Catholic District School Board. The Board also recognizes that there may be instances where a student may wish to attend another Catholic Elementary school outside of the defined geographic boundary.

The purpose of this policy is to outline the procedures and guidelines whereby a student 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 Catholic Elementary schools first those students who reside in the Catholic School’s defined geographic boundary, and then to consider other admission requests from Resident Pupils or Out-of-Region Pupils.

### 3. PARAMETERS

- 3.1 The provisions of the *Education Act* and its Regulations, the *Human Rights Code*, and any other relevant Provincial or Federal Regulations along with defined Board geographical boundaries, referred to as a school boundary, shall determine which students are granted priority to attend a specific Catholic Elementary school in the Board.
- 3.2 All Admission Requirements in Section B of this policy must be met before an admission to a Catholic Elementary 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 Elementary home school (right of attendance).
- 3.4 Elementary school-aged children whose Parent(s)/Guardian(s) direct School Support to the English-Language Separate School Board shall be admitted to a designated Catholic Elementary home school.
- 3.5 The initial placement of a student new to a Catholic Elementary school will be in the age-appropriate grade.
- 3.6 Elementary students must participate in all required instructional periods, including classes in religious education, family life education and the liturgical celebrations of the Catholic Elementary school.
- 3.7 Students are expected to attend a specific Catholic Elementary school based on the defined geographic boundary, whether newly created or revised, unless otherwise defined by the Board.
- 3.8 Students shall be entitled to transportation services in accordance with Board policies and procedures.
- 3.9 Out of Boundary/Out of Region (TCH19) students shall not be entitled to transportation services.
- 3.10 Out of Boundary/Out of Region Parents/Guardians may make application for their child(ren) to attend a Catholic Elementary school through the Out of Boundary/Out of Region application process. Such application is subject to approval and the availability of appropriate educational programming to meet the student's needs.
- 3.11 All requests to attend a Catholic Elementary school other than the Catholic Elementary home school, will be addressed as follows:
  - 3.11.1 The Parent/Guardian must submit an Out of Boundary/Out of Region application (TCH19);
  - 3.11.2 Applications will be kept on file in the order of date received; and,
  - 3.11.3 Applications will be considered on an individual basis and where there is capacity within the school.
- 3.12 An Out of Boundary student attending a Catholic Elementary school in Grade 8 is not automatically entitled to attend the Catholic Secondary school to which the Catholic

Elementary is a feeder school. 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 TCH19. It is incumbent for the Catholic Elementary school to inform the student of his/her Catholic Secondary “boundary” school during the time period (October/ November) when initial application is being made to the Catholic Secondary school.

- 3.13 Pursuant to Policy/Program Memorandum 156: *Supporting Transitions for Students with Special Education Needs* a Transition to School Plan must be developed and prepared for implementation prior to the attendance of a student with very high needs who may require additional supports. The implementation of the requirements set out in this memorandum will result in continuity of programs and services for students with special education needs and will support improved student achievement and well-being.
- 3.14 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 Elementary 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 Elementary Schools policy and guidelines.

##### **4.3 Admissions Services**

- 4.3.1 To monitor the administration of the Admission to Elementary Schools policy and guidelines to ensure compliance.
- 4.3.2 To be a resource to Catholic Elementary schools and Parents/Guardians for clarification of admission requirements and with meeting the requirements of admission to Catholic Elementary 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 Elementary Schools policy.
- 4.4.2 To ensure that appropriate resources and supports are in place to support the learning needs of students who have completed a program for expelled students.

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

- 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 Elementary Schools policy.
- 4.5.2 To collaborate with the appropriate Superintendent of Education responsible for Student 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 Elementary 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 Elementary 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 Elementary 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 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.

#### **5.4 Out of Region Student**

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

#### **5.5 Resident Pupil**

A child or youth who is at least 3.8 years of age on the first day of September, resides in York Region and whose Parent/Guardian is an English-language separate school supporter.

**5.6 Transition to School Plan**

A written plan developed in accordance with PPM 156 by the Coordinator of Special Programs in consultation and collaboration with the Parent/Guardian, Special Education Consultant assigned to the Catholic Elementary school and the school Principal. The implementation of a student’s Transition to School Plan shall be evaluated when making a decision regarding admission.

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 (Elementary) if the student requires a program or resources not available in the school.

**6. CROSS REFERENCES**

- YCDSB Policy 202 Safe Schools (Student Discipline)
- YCDSB Policy 203 Student Transportation Services
- YCDSB Policy 226B Admission to Secondary Schools
- YCDSB Special Education Guidelines
- Student Transportation Services Procedures Manual
- Education Act*
- Human Rights Code*
- Immigration and Refugee Protection Act (Canada)*
- Ontario Works Act*
- Policy/Program Memorandum 156: Supporting Transitions for Students with Special Education Needs*
- Regulations of the Government of Canada; Department of Indian and Northern Affairs*

**7. RELATED FORMS**

- TCH 19 Out of Boundary/Out of Region Application

<b>Approval by Board</b>	<u>January 31, 2017</u> <i>Date</i>
<b>Effective Date</b>	<u>February 1, 2017</u> <i>Date</i>
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<b>Review Date</b>	<u>January 2022</u> <i>Date</i>

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

### **SECTION B: GUIDELINES**

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

- 1.1 A Baptismal certificate from a Roman Catholic Church or a Catholic Church in Communion with the Holy See of Rome of:
  - 1.1.1 The student; **or**,
  - 1.1.2 The Parent/Guardian.
- 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 If not residing with Parents, Proof of Guardianship through the Courts of Ontario (under 18 years).
- 1.6 A Roman Catholic student who is a Ward of the Government of Ontario.
- 1.7 One Parent/Guardian must be eligible to designate English Separate School support and provide proof of English Separate School support.

#### **2. DISCRETIONARY ADMISSION**

The only categories where discretionary admissions are subject to the approval of the Principal or Admissions Services, are:

- 2.1 A non-Catholic student being prepared for a Roman Catholic Baptism or Profession of Faith where the Parent/Guardian will become a English-Language Separate School supporter. Admission will be on a temporary basis for the current school year only.
- 2.2 A student, upon presentation of a Baptismal Certificate in the Christian Orthodox church, provided other admissions requirements are met.
- 2.3 A newly landed immigrant/refugee, who cannot comply with admission requirements as defined in Section 1.

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

- 3.1 **Out of Boundary Admission** (student residence within York Region)
  - 3.1.1 Eligible students residing within York Region but wishing to attend a Catholic Elementary school other than their Catholic Elementary home school must submit an application to the Principal of the requested Out of Boundary Catholic Elementary school.
  - 3.1.2 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.
- 3.2 **Out of Region Admission** (Catholic student residence outside of York Region)

- 3.2.1 Catholic students 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.
- 3.2.2 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.
- 3.2.3 Criteria for consideration include but are not limited to the following:
  - 3.2.3.1 The student's admission will not have an impact on the school/class organization (i.e. additional staff or classrooms required);
  - 3.2.3.2 Sufficient accommodation is available at the school;
  - 3.2.3.3 Parent/Guardian is a English Separate School supporter; and,
  - 3.2.3.4 A positive student record.

#### **4. STUDENTS WITH SPECIAL NEEDS**

- 4.1 Students with special needs residing within or outside of York Region and who require particular support to assist with their learning may be admitted and begin their attendance subject to:
  - 4.1.1 All admission criteria (Elementary) are met;
  - 4.1.2 Transition to School Plan is complete;
  - 4.1.3 Space is available to meet projected local needs;
  - 4.1.4 The pupil can be accommodated by the existing resources within the school; and,
  - 4.1.5 Approval has been granted by the Superintendent of Education responsible for Student Services.
- 4.2 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).

#### **5. 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.

#### **6. 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.

#### **7. 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.

**8. 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.

**9. 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.

**10. ADMISSION APPEALS**

Parents or legal guardians may appeal a Principal's admission decision in writing to the appropriate Elementary 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.