

# 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>	<i>Subsequent Approval Dates</i>
<b>March 1987</b>	<b>June 1999 May 18, 2010 November 25, 2014 January 26, 2016 June 20, 2017 June 18, 2019</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 live in a defined geographic boundary and are Resident Pupils who have a right to attend a Catholic Secondary 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 Secondary 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 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 reside in the Catholic Secondary 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 regulations, the *Human Rights Code*, and any other relevant Provincial and/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 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).
  - 3.3.1 At times, the Board may cap enrollment at a particular school, restricting admissions to that school despite a student's regular eligibility. Whereby enrolment is capped at a school, the Board will identify an alternative school which will be designated that student's Home School. A cap that has been imposed at a school will remain in effect until the Board has lifted it.
- 3.4 It is the expectation that all instructional courses/programs including Religious Education are mandatory for every Catholic Secondary student in the York Catholic District School Board.
- 3.5 Additional admissions criteria/processes may exist for schools providing Regional Programs.
- 3.6 Pursuant to Policy/Program Memorandum 156: [Supporting Transitions for Students with Special Educational Needs](#) a Transition to School Plan must be developed and prepared for implementation prior to the attendance of a student with moderate to severe learning needs who may require additional supports. The implementation of the requirements set out in this memorandum will result in the continuity of programs and services for students with special education needs and will support improved student achievement and well-being.
- 3.7 Students shall be entitled to transportation services in accordance with current Board policies and procedures.
- 3.8 Students wishing to be admitted to a Catholic Secondary school for second semester after completing the first semester at another Secondary school must:
  - 3.8.1 Satisfy all admission requirements; and,
  - 3.8.2 Participate in a transition meeting, with the Principal, to discuss their education needs to be met.
- 3.9 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.
- 3.10 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.

- 3.11 All requests to attend a Catholic Secondary school, other than the Catholic Secondary home school, will be addressed as follows:
  - 3.11.1 The student must submit an Out of Boundary/Out of Region application (TCH19A);
  - 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 and the availability of appropriate educational programming to meet the student's needs.
- 3.12 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.
  - 3.12.1 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.
  - 3.12.2 Final approval of the TCH19A will be by the School Superintendent with due consideration being given to students who have attended the Catholic Elementary School. ("the" referring to affiliated elementary feeder schools).
- 3.13 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.
- 3.14 Admission of an Out of Boundary/Out of Region student is 'student specific' and does not guarantee that siblings will be approved for admission.
- 3.15 Out of Boundary/Out of Region (TCH19A) students are not eligible for transportation services.
- 3.16 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.
- 3.17 A current student whose Parents/Guardians move Out of Boundary/Out of Region prior to his/her Graduation will be permitted to remain until Graduation, but will receive no transportation.

#### **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 Co-ordinating Manager of Planning & Operations**

- 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. In the case of a Board-imposed cap at a Catholic Secondary school, a student's Home School is the alternative school that has been designated as that student's Home School.

## **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 religious affiliation.

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

Refers to a school in a different Board defined boundary area than the residential address of the Parent or Guardian.

## **5.5 Out of Region Student**

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

## **5.6 Resident Pupil**

A youth who is less than twenty-one (21) years of age in September, resides in York Region and whose Parent/Guardian is an English-language Separate School Supporter. A Resident Pupil may also be an Adult Pupil who resides with his/her Parent/Guardian and is eighteen (18) years or older, or a student who is sixteen (16) or seventeen (17) years of age and has removed him/herself from the care and control of his/her Parent/Guardian.

## **5.7 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 Secondary 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:

- 5.7.1 Signed consent forms for the release of information from the appropriate School Board, hospital or agency;
- 5.7.2 Special Education placement and program information from the previous School Board, hospital or agency; and,
- 5.7.3 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](#)

[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 19A Out of Boundary/Out of Region Application

<b>Approval by Board</b>	<b>June 18, 2019</b> <i>Date</i>
<b>Effective Date</b>	<b>June 19, 2019</b> <i>Date</i>
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<b>Review Date</b>	<b>June 2024</b> <i>Date</i>

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

### **SECTION B: GUIDELINES**

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

- 1.1 Student's Proof of age;
- 1.2 Proof of Canadian citizenship or landed immigrant status or other valid legal status.
- 1.3 Proof of residency
- 1.4 Commitment to participate in school liturgical celebrations with reverence and to take the required Religious Education credits;
- 1.5 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**
  - 2.2.1 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 detrimental impact on the school/class organization;
    - 2.2.3.2 Sufficient accommodation is available at the school; and,
    - 2.2.3.3 A positive student record.

#### **3. 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.

**4. 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.

**5. 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.

**6. 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.

**7. 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.

**8. 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.