

Administrative Procedure 300

ADMISSION TO SCHOOL

Background

Pursuant to the School Act, the District shall provide an education program, free of charge, to all children of school age ordinarily resident in the District, and may provide an educational program free or at a fee to temporary attendees, non-residents, or over-age students.

Procedures

1. Students registering in District schools shall be required to submit appropriate proof of citizenship, landed or student visa status, residence address, and age.
 - 1.1 The District will accept submission of any one (1) of the following as proof of age:
 - 1.1.1 Original of birth certificate;
 - 1.1.2 Original of baptismal certificate;
 - 1.1.3 Passport.
 - 1.2 In addition, parents will also be required to provide proof of citizenship or status.
2. The Principal shall, after appropriate age verification, admit to kindergarten in September, a child who will have reached a chronological age of five (5) years on or before December 31 of the year of intended enrolment.
3. The Principal shall, after appropriate age verification, admit to full-time attendance in September, a child who will have reached a chronological age of six (6) years on or before December 31 of the year of intended enrolment.
4. A person of school age, who applies for the first time in the District for admission, shall be placed by the Principal in the program or courses the Principal considers most suitable.
 - 4.1 In arriving at such a decision, the Principal shall consider all available records and information.
 - 4.2 The child may be placed in the program or courses for a trial period.
5. In any question of admission of students to any program, the matter shall be referred to the Superintendent or designate for consideration.
6. Dates for Application for Enrolment
 - 6.1 Before February 1 of each school year, the Board will establish and publish application dates and procedures for:

- 6.1.1 Non-District children;
 - 6.1.2 Non-catchment area children, except for continuing students;
 - 6.1.3 Students applying in District programs for the first time;
 - 6.1.4 Catchment area children, other than continuing students;
 - 6.1.5 Children applying for first-time entry to kindergarten programs.
- 6.2 The Board may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants.
- 6.3 An alternate process will be used for the enrolment of continuing District children.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Revised: February 2017

Administrative Procedure 300 – Appendix A

REGISTRATION OF NEW STUDENTS

Definitions

Legal Guardian: A legal guardian is the parent(s) or a person appointed by a Canadian Court Order. A letter from the parent is not sufficient to designate a person as a legal guardian.

Resident: A person who is living in the District. While the District may have an obligation to educate any resident of school age, the education does not need to be free of charge unless s/he is "ordinarily resident".

Ordinarily Resident: To be "ordinarily resident" requires that both student and parent (or legal guardian) have a permanent "place of abode" and an ongoing physical presence in the District.

School Age is defined in the School Act as a person who has or will have attained the age of five (5) years on or before December 31 of that school year and who has not attained the age of nineteen (19) years before July 1 in the year of application.

Place of residence: For purposes of this administrative procedure, a student's place of residence is deemed to be that of the student's guardian of the person, unless satisfactory evidence is produced that the student's ordinary residence during the school year is elsewhere. The place of residence at the time of application determines the status of the applicant as a catchment area, non-catchment area, or non-District child.

District program means those programs (e.g. French Immersion) established by the Board that have the entire District as the catchment area. Upon leaving a District program to enter the regular program, the regular program catchment area will apply to the student for placement purposes.

Catchment area child means a person of school age, and resident in the attendance or catchment area of the school.

Non-catchment area child means a person of school age, resident in the District, and non-resident in the attendance or catchment area of the school.

District child means an attendance or catchment area child or a non-attendance or non-catchment area child.

Non-District child means a person of school age, resident in British Columbia, and non-resident in the District.

Previous school year means the school year previous to the school year for which the person is applying to enrol in an educational program.

Feeder schools and their associated "receiving schools" are described by the District's established catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school, unless an application for enrolment elsewhere is accepted.

Continuing student means a student in attendance at the school or a designated feeder school during the previous school year.

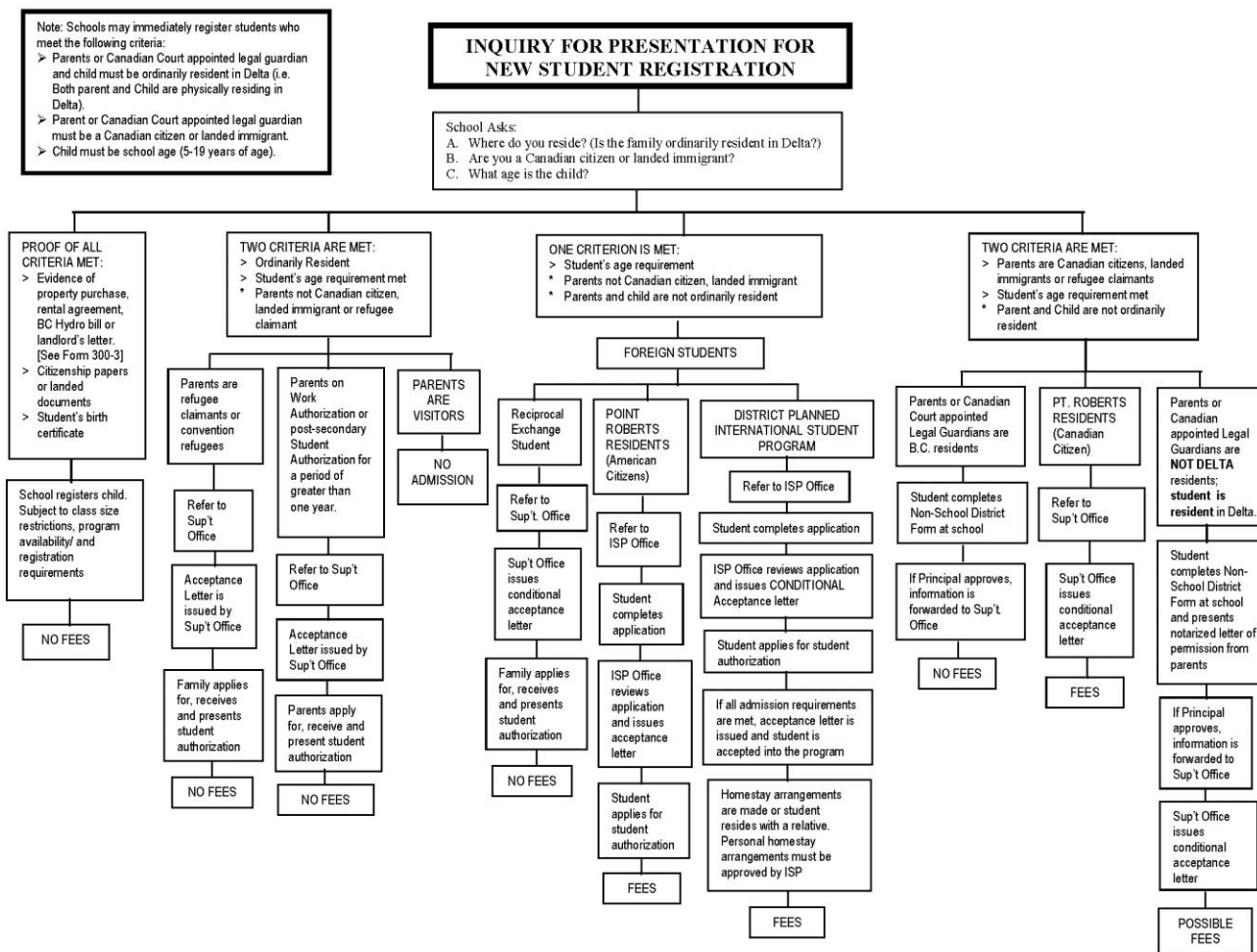
PROCEDURAL GUIDELINES FOR REGISTRATION OF NEW STUDENTS

CATEGORY	REQUIREMENTS/COMMENTS	FEES
<p><u>A. District Residents:</u></p> <ul style="list-style-type: none"> • Parent (or legal guardian) and student resident in the District • Of school age • Canadian citizen or landed immigrant 	<ol style="list-style-type: none"> 1. Admission with appropriate proof of age, citizenship, landed status, etc. Subject to current requirements on class size, registration requirements, etc. 2. Obtain evidence of residence. 3. If question or problem occurs with parent being "ordinarily resident", refer to Administrative Procedure 350 – Student Conduct and Discipline. 4. If beyond school age, not required to admit. 5. Note definition and evidence for "legal guardian". 	<p>No fee</p> <p>Where problem of "ordinarily resident" occurs, fees could be charged</p>
<p><u>B. District Residents:</u></p> <ul style="list-style-type: none"> • Resident as in A, and of school age; but <u>not</u> a Canadian citizen, or landed immigrant. 	Refer to Superintendent's office for screening and possible approval.	
<p><u>Possible Sub-Categories:</u></p> <ol style="list-style-type: none"> 1. Refugee claimant or Convention Refugee 	Superintendent's office may issue conditional letter of approval to attend school.	No fees
<ol style="list-style-type: none"> 2. Parent has work authorization or postsecondary student authorization. 	Superintendent's office may admit pending successful student authorization application. Proof of valid work authorization required.	No fees
<ol style="list-style-type: none"> 3. Parent has been admitted under a teacher exchange program; is carrying out diplomatic or consular duties. 	Superintendent's office may issue conditional letter of approval to attend school. Valid student authorizations required.	No fees
<ol style="list-style-type: none"> 4. Family has applied for permanent residence. 	Superintendent's office may issue conditional letter of approval to attend school if family has "letter of approval in principle" from Canada Immigration.	No fees

CATEGORY	REQUIREMENTS/COMMENTS	FEES
<u>C. Parent and Student Non-District Residents:</u>		
<u>Sub-Categories:</u>		
1. Canadian citizen, landed or refugee status; school age; B.C. resident.	Complete Non- District Application Form (Form 301-2); may be admitted if program and space available at no additional cost or obligation; requires Superintendent's approval. One (1) year basis; priority for subsequent year. May be subject to protocol agreement with resident District.	Usually no fees
2. Students residing outside Canada (e.g. Point Roberts).	Complete Non-District Application; may be admitted if program and space available at no additional cost or obligation. U.S. citizens require student authorization.	Fees apply
3. Foreign student, i.e. lacks status.	Refer to Superintendent's Office for screening and possible approval.	Fees apply
a. Visitor	Not normally approved.	
b. Student on a reciprocal and equal exchange	Refer to Superintendent's office for approval. Requires student authorization.	No fees
c. School-planned International program	Arranged as a program.	Fees apply
<u>D. Student resident in District - has citizenship, landed status or refugee claimant; parent or legal guardian not resident in District.</u>	Complete Non-District Application and notarized written request from parent or legal guardian. If Principal approves, forward information to Superintendent's office.	May be approved at no cost
<u>E. Other Cases.</u>	Superintendent has authority to admit in unusual circumstances.	Dependent on circumstances

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Administrative Procedure 300 – Appendix B



Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Administrative Procedure 300 – Appendix C

KINDERGARTEN REGISTRATION

FEBRUARY:

1. Schools will accept registrations for students living in their catchment area on dates as advertised in the local press. If a parent wishes a child to attend a different school, a Non-Catchment Application Form should be completed. The two character alphabetical School Code of the requested school must be noted in the "Non-Catchment Area Request" section at the top of the Student Registration Form. A copy of the Non-Catchment Application Form must be faxed to the Assistant Superintendents' Office, as well as to the requested school, so that they are aware of the student.
2. All forms – Registration, Non-Catchment and Non-District, must have the time and date of receipt recorded on the form.
3. Schools should hold Non-Catchment forms until approved by the Assistant Superintendent. Approvals will be processed as soon as possible, but may need to be held until September. No approval of non-catchment area requests may be given at the school level.
4. Non-district students applying for Kindergarten in Delta need to complete a Non-District Application Form. Schools will forward the form to the office of the Assistant Superintendent. Once applications have been approved by the Assistant Superintendents' Office, parents should be asked to complete Registration Forms.
5. Parents of non-catchment area or non-district students applying prior to March 3, 2017 should be advised that a decision regarding entry into the Delta Kindergarten program will not be made until June 2, 2017 or shortly thereafter. The Assistant Superintendents' Office will notify each school of the successful non-catchment and non-district applicants. Non-district students may not be registered or entered into the Student Management System until the school has received approval from the Assistant Superintendents' Office. Parents applying after March 3, 2017 should be advised that a decision may not be made until after September 8, 2017.
6. Schools should enter Kindergarten registrations directly into the Student Management System for the next school year.

MARCH/JUNE:

7. Schools will continue to enter new registrations as they are received. Refer to FEBRUARY (above) for non-catchment and non-district processes.
8. The Assistant Superintendent will confirm staff allocations using up-to-date enrolment data. In schools where enrolments are uncertain and staff allocations are "interim", a letter (sample below) is to be sent to all parents, explaining that placement of their children cannot be confirmed until school opening.
9. By mid-June, wherever possible, schools will send an information letter to all families who have registered a child for Kindergarten. This letter must outline procedures for the start up of the Kindergarten year and include details on the phase-in schedule and supplies required. Schools that are not in a position to send this letter to parents by mid-June must advise the Assistant Superintendents' Office.

SEPTEMBER:

10. All new registrations will continue to be entered by the schools, as they are received. Staff allocations will be confirmed and student placement completed early in September, as enrolments are confirmed. Refer to FEBRUARY (above) for non-catchment and non-district processes.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act