

Administrative Procedure 301

NON-CATCHMENT AND NON-DISTRICT STUDENTS

Background

The District is committed to providing the best possible educational opportunity for students. In accordance with Sections 74.1 and 75.1 of the School Act, the Board designates the schools that students are to attend.

On occasion, families may desire the attendance of their child(ren) at a school other than that determined by the Board. The Superintendent provides for due process to consider such requests.

Procedures

1. Where attendance in a school outside of the designated attendance area is requested by a parent for their child(ren), the prescribed Non-Catchment (Form 301-1) or Non-District Application Form (Form 301-2) shall be used.
2. Where a parent requests and receives approval for their child(ren) to attend another school, it is understood that it shall be at no additional cost or obligation to the District for matters such as transportation.
3. Determination of Available Space and Facilities
 - 3.1 After enrolment of continuing students, if the requisite space and facilities are determined to be available and provided application deadlines and other requirements have been met; transfer applications and applications from new students will be accepted in the following priority order:
 - 3.1.1 Catchment area child who attended the school during the previous school year.
 - 3.1.2 New/Other catchment area child.
 - 3.1.3 Non-catchment area child with sibling.
 - 3.1.4 Non-Catchment child.
 - 3.1.5 Non-District child with sibling.
 - 3.1.6 Non-District child.
 - 3.2 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:
 - 3.2.1 Continuing catchment area student;
 - 3.2.2 Continuing non-catchment area student;
 - 3.2.3 Continuing non-District student.

- 3.3 With reference to Section 74.1(4) of the School Act, the application dates are as follows:
 - 3.3.1 The first date that new Non-Catchment (Form 301-1) and Non-District Application (Form 301-2) forms will be received at a school is the first Monday in February.
 - 3.3.2 New Non-Catchment and all Non-District Applications are to be submitted prior to the first Friday in March.
 - 3.3.3 New catchment area applications are to be submitted prior to the first Friday in June.
 - 3.3.4 New catchment area students applying up to the first Friday in June will have priority over new non-catchment area students and new non-District students applying before the first Friday in March.
 - 3.3.5 Late applications will be prioritized among themselves by the same priorities as set out in Section 74.1(6) of the School Act up until the first day of the school year, and thereafter accepted as they are received if space and facilities are available.
 - 3.4 Wait lists will be established for those not accepted, and maintained until the third Friday in September.
 - 3.5 Re-evaluation of space availability will take place periodically until the third Friday in September to ensure that the maximum number of requests are met at the earliest time possible.
 - 3.6 Applicants for enrolment in kindergarten programs and District choice programs will be separately prioritized in accordance with the priorities set out above.
 - 3.7 Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the District.
4. Tie-breaking
 - 4.1 When applications made within time have the same priority (after application of any permitted sibling preference), priority between them will be determined by time and date of application unless a determination is made by the Board, the Superintendent or designate to determine priority by lot.
5. Alternate Enrolment Process for Continuing District students
 - 5.1 Continuing students within the same school are not required to reapply. They will be automatically enrolled in the applicable education program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn.
 - 5.2 Continuing non-catchment and non-district students, who wish to apply at a new school within the District, are to submit a new Non-Catchment Application Form (Form 301-1) or a new Non-District Application Form (Form 301-2).

- 5.3 Continuing non-catchment and non-district students transitioning from Grade 7 to Grade 8 will be automatically assigned to their secondary feeder school.
6. Program Requirements
- 6.1 Applicants for enrolment must meet all program requirements for the requested education program and will be subject to any selection process established for that program.
7. Discretionary Acceptance of Suspended or Expelled Non-District Students
- 7.1 Enrolment applications from non-District children may be refused if the child:
- 7.1.1 Is under suspension from a B.C. Public School or School District, or
- 7.1.2 Has been refused an educational program by a B.C. Public School Board under Section 85(3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board or has failed to apply himself/herself to his/her studies.
- 7.2 Such applications will be referred to the Superintendent or designate for a decision on admission.
- 7.3 Admissions may be made subject to terms and conditions.
- 7.4 A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the Principal, Superintendent or designate.
8. Sibling Preference
- 8.1 Subject to the School Act, when one (1) sibling is enrolled in or admitted to an education program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested education programs in the same school.
- 8.2 This preference does not apply where the siblings will not be attending concurrently.
9. Where attendance outside the designated attendance area is proposed by the Principal (e.g. space unavailable), the sending Principal must initiate contact with the receiving Principal to arrange the non-catchment transfer.
- 9.1 For grades 1 to 12, a signature by the receiving Principal signifies acceptance of the non-catchment transfer.
- 9.2 Kindergarten non-catchment registration requires approval of the Assistant Superintendent, as provided in Administrative Procedure 300 Appendix C.

Reference: Sections 2, 3, 3.1, 7, 20, 22, 65, 74.1, 75, 75.1, 85 School Act

Revised: February 2017

Administrative Procedure 301 – Appendix

APPLICATION OF FEES FOR NON-DISTRICT STUDENTS

1. Students of school age resident in other districts in British Columbia will normally be allowed into District schools at no charge, subject to the approval of the Superintendent or designate provided that:
 - 1.1 Sufficient space and a suitable program are available, consistent with Administrative Procedures 300, 301 and 305, and
 - 1.2 There is no additional cost to the District.
2. Students residing outside Canada (e.g. Point Roberts), for whom the District does not receive financial grants, may be permitted to attend District schools, but will be charged a fee.
3. Students residing in the District whose parents are Canadian citizens and are resident in Canada, but not ordinarily resident in British Columbia, may be allowed to register in District schools provided that sufficient space and a suitable program are available, and there is no additional cost to the District, subject to the approval of the Superintendent or designate. Students in this category may be charged a fee.
4. Students requesting permission to attend school in the District who do not possess Canadian citizenship or landed status must be referred to the Superintendent, and may be admitted with a valid Student Authorization, in the following circumstances:
 - 4.1 At no cost to the student if, in accordance with the current Ministry Policy Circular on International Students:
 - 4.1.1 An international student who is attending school on a reciprocal and equal exchange. This exchange must be one in/one out of the same District for the same length of time, with the exchange completed within two (2) years;
 - 4.1.2 An international student who:
 - 4.1.2.1 Is a refugee claimant, or whose claim is in process and can substantiate this with a “letter of no objection”;
 - 4.1.2.2 Has been determined to be a Convention Refugee;
 - 4.1.2.3 Has been admitted to Canada under a federal Minister’s Permit.
 - 4.1.3 An international student whose parent(s):
 - 4.1.3.1 Has been admitted to Canada for permanent residence (i.e. landed immigrant), or has applied for permanent residence and can substantiate this with a “letter of approval in principle”;

- 4.1.3.2 Has been admitted for temporary residence in Canada for a term of one (1) year or more (e.g. on a student authorization or employment authorization);
 - 4.1.3.3 Has been admitted under a teacher exchange program;
 - 4.1.3.4 Is carrying out official duties as a diplomatic or consular official and is able to substantiate this with a Foreign Representative Acceptance Counterfoil in the parent's passport.
- 4.2 At Full Cost to the Student
- 4.2.1 Foreign students who reside in the District in an approved home stay and accepted as part of a planned education program organized by the District and approved by the Superintendent or designate.
5. The Superintendent has discretionary authority to grant additional approvals in unusual or reciprocal exchange situations, provided that additional cost or inconvenience to staff and other students is minimal.

Reference: Sections 2, 3, 3.1, 7, 20, 22, 65, 74.1, 75, 75.1, 85 School Act