

POLICY - Student Enrolment

All persons of school age who are resident within the boundaries of School District No. 57, British Columbia, are entitled to enrol in an educational program, in accordance with the British Columbia *School Act*.

DEFINITIONS

"Catchment area" means, the geographical area established by the Board as the attendance area for a school or a school program.

"Catchment area child" means a person of school age who resides in the catchment area of the school.

"Enrolment capacity" is the number of student spaces available within a school or program.

"Non-catchment area child" means a person of school age who resides in School District No.57 but not in the catchment area of the school.

"Non-school district child" means a person of school age who resides in BC but not in School District No.57.

"School district child" means a catchment area child or a non-catchment area child.

PREAMBLE

This policy provides an equitable process for all new students (including Kindergarten entrants) to this district based upon sibling enrolment, **designated catchment areas and parental choice in the selection of a preferred school for their children, consistent with the provisions of the *School Act***. Children already enrolled in a district school need not reapply for future enrolment in their current school. The student's future attendance is already accounted for in future years, unless the next grade level is not provided for at his or her current school.

REGULATIONS

- 1. The Board will make available educational programs to all persons of school age in British Columbia who enrol at a school in the district.**
- 2. The Board may, in accordance with any terms and conditions specified by the Board, permit a person who is older than school age to attend an educational program or to enrol and receive instruction in an educational program sufficient to meet the general requirements for graduation.**

3. Catchment Areas

- 3.1 **Each school with the exception of Distance Education, Continuing Education, district alternative programs and provincial resource programs shall have a designated catchment area. A school with multiple programs may have program-specific catchment areas.**
- 3.2 **Boundary lines will be reviewed by the Education Services Committee as required.**
- 3.3 **Students are entitled to attend the school serving the geographical catchment area in which they live.**
- 3.4 The basis for catchment areas shall include the requirement for boundaries to:
 - 3.4.1 reflect traditional geographical areas, subdivisions and regions
 - 3.4.2 consider safety concerns for elementary students (i.e. major roadways, accessibility, pedestrian-friendly access, health and safety, etc.)
 - 3.4.3 consider long term city development and reduce stress caused by changing boundaries in geographical area with rapid or declining school-age populations
 - 3.4.4 allow students to remain in the school that they are currently enrolled in despite a change in the applicable catchment area.

4. Enrolment

- 4.1 **Students entering kindergarten are entitled to enrol in any district school, based on Enrolment Priority (Regulation 6) below and subject to restrictions which may from time to time be established by the Board. Students who begin attendance at a school that is outside their normal geographical catchment area who wish to transfer to another district school are required to apply under the transfer process. See Policy 5119.**
5. Enrolment Capacity

THE BOARD NEEDS TO DETERMINE THIS POLICY. SEE SD19 (REVELSTOKE).

5. Enrolment Priority

- 6.1 A new **student** (which includes a Kindergarten registrant) **whose application was received by the Board by the date established is entitled to enrol in that school, pending enrolment capacity, in the following descending order of priority:**
 - 6.1.1 a sibling of a student enrolled in the school for the coming school year
 - 6.1.2 a catchment area child
 - 6.1.3 a non-catchment area child
 - 6.1.4 a non-school district child

- 6.1.5 an international child.
- 6.2 **If two or more students have the same priority category as outlined in Regulation 6.1, priority for entry will be established based upon the date and time of application.**
- 6.3 **For the purposes of this policy, a student's residency is determined as of the date that his or her application is received.**
7. Parents/guardians of new student applicants to a district school will be notified by the applicable school within one week of application as to their waiting list status or acceptance. POLICY IS NEEDED ON WHAT HAPPENS TO STUDENTS NOT ACCEPTED TO THE SCHOOL APPLIED FOR. SEE SD19 (REVELSTOKE) POLICY 7.8.
8. **Parents/guardians of non-catchment area students are to assume full responsibility for the transportation of the student to and from school and any related extra supervision requirements.**
 - 8.1 **Requests may be made to the district's Transportation Administrator by parents/guardians for courtesy transportation, but such requests are subject to the current courtesy rules and practices which are in place, and which may vary from year to year.**
9. **The Board shall incur no additional costs as a result of the approval of any transfer application.**
10. **Appeals of decisions made with regard to this policy are governed by Bylaw No.4.**
11. Proof of a student's identity, age, and citizenship or immigration status will be required within one week of the registration acceptance.

ADMINISTRATIVE PROCEDURES

1. **Annually, the total enrolment and/or program enrolment capacity within each school will be determined by the Superintendent of Schools or designate.**
 - 1.1 THE BOARD NEEDS TO DETERMINE THIS PROCEDURE.
2. **All enrolment applications must be submitted using the electronic application available through the school district's website at www.sd57.bc.ca. Application details will be available on the website and will be available in paper format from district schools.**
3. **Applications may be made in person at any district school office by requesting that office staff enter the provided information onto the online application form.**

4. **The electronic application assigns a date and time received to each application. It is the responsibility of applicants to retain their online application confirmation number as proof of application. Information entered on the online application form is subject to audit. The presence of inaccurate information invalidates the application.**
5. **The online form process will record applications in the order received only starting at 9:00am on the first day of registration, as determined by the Board.**
6. **Those not accommodated will be placed on a wait list in the priority category and date/time order received, for consideration in September when actual enrolments are known. Parents/guardians of students placed on a wait list for September will be contacted no later than the Monday following the start of school in September if space exists. Applications entered into the district's online registry will be shared with both the catchment area school and the requested school.**
 - 6.1 PROCEDURE IS NEEDED ON WHAT HAPPENS TO STUDENTS NOT ACCEPTED AT THE SCHOOL APPLIED FOR. SEE SD38 (RICHMOND) POLICY 501.8.
7. **A student may have only one active application in the online system at one time. If more than one application for a student is present, the application with the most recent date and time shall be the active application, and previous applications will be considered as cancelled. Only one school may be requested on each active application.**
8. **Principals or designate will inform all students and parents/guardians of the effect that BC School Sports regulations may have on their eligibility to participate in provincial school sports events and their right to appeal to BC School Sports regarding any decisions affecting their athletic eligibility.**
9. **Annually, between mid-January and the end of March, parents/guardians will be made aware of this policy through school newsletters, the media and other forms of communication.**
10. **Catchment areas will be made publicly available through the district's website at www.sd57.bc.ca.**
11. The attending school will obtain proof of identity, age, and citizenship or immigration status within one week of notifying the applicant's parent/guardian of acceptance.

RELEVANT FORMS: Kindergarten Registration, Student Registration

OTHER RELEVANT POLICIES: 5119