



Admission of Students

Date: 2000 12 01 / 2007 04 24 / 2014 11 25 / 2017 02 01 / 2023 02 28

Administrative Procedures

1. Responsibility

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedures and ensuring compliance.
- 1.2 The Manager – Planning and School Business Support Services will be responsible for developing and maintaining a School Admissions Team/Office and Admission of Students guidelines.
- 1.3 The Manager - Planning and School Business Support Services, or designate, is responsible for ensuring all Supervisory Officers, Principals, secondary guidance staff and school secretarial staff are in-serviced on the Board’s Admission of Students policy, procedures, and related guidelines.
- 1.4 The Principal of a school may designate responsibility for the expectations of these procedures to a Vice-Principal.

2. Expectations

Staff responsible for the admissions of students will adhere to appropriate regulations and guidelines. A student may be admitted to school if all registration requirements are met and approvals granted.

The St. Clair Catholic District School Board pursuant to the Education Act may choose to restrict elementary school registration and attendance to Catholic families.

2.1 General Admission to School by The Principal

- 2.1.1 The general admission of a student to class can be made by the Principal (elementary or secondary) provided that all student registration requirements, including necessary documentation and approvals have been completed. All registration documentation will be reviewed and authorized by the school Principal prior to the student’s admission and first day of class.
- 2.1.2 A Principal must communicate with the parent/guardian/adult student about an intent to register, to assess a student’s progress, medical health and wellness,



confirmation of separate school support and whether the student requires a transition plan. Such considerations shall be used to identify an appropriate placement in a class and to develop a transition plan, if necessary prior to attendance.

- 2.1.3 The Principal will work with the School Admissions Team/Office to confirm class assignments where an exception to the Ministry Class Size requirements or Board guidelines cannot be met.
- 2.1.4 The Principal will work with the School Admissions Team/Office, Superintendent of Education and/or Special Education Team for exceptions to the general admissions procedures or where alternative programming and/or special education support services must be considered.
- 2.1.5 The Principal will determine the first date the student will be admitted to class based on their assessment, approval of completed documentation and where required, collaborate with other departments and/or external service providers supporting the student.
- 2.1.6 The Principal may delegate general admissions authority to a Vice Principal.

2.2. Other Consideration Admission to School by The Principal

The following other considerations for the admission of a student to school may be approved by the Principal. A student must meet the special requirements in addition to all other general admission procedures and requirements being met. The additional form(s) for special consideration if approved must be completed and signed by the Principal and forwarded to the Student Admissions Team/Office. Where a Principal does not feel that the application, supporting documentation or other admission requirement is met, the intent to register and special consideration documentation must be sent to the Student Admissions Team/Office for review and consideration.

- 2.2.1 Admission of a student (elementary) of a catechumen /candidate, with appropriate Parish documentation may be considered.
- 2.2.2 Admission of a student (elementary) who is directly transferring as an active student from another school where they were previously approved as an Other Faith Application.
- 2.2.3 Admission of a student who moved within the school year into another school boundary and wishes to continue for the current school year as an out of boundary student.
- 2.2.4 Admission of a student whose sibling whom they also live with is in attendance as an active student in the school where the intent to register has been given, including students with approved special consideration forms as an Other Faith Application or Out of Boundary.



- 2.2.5 Admission of a student who is under the care or supervision of a children's aid society, receives child protection services from a children's aid society or resides in a children's residence or foster home within the meaning of the Child Youth and Family Services Act, and who is qualified to be admitted to a Catholic elementary school.

2.3 Other Consideration Admission to School by The Student Admissions Team/Office

A Principal may admit a student to school who requires approval by the Student Admissions Team/Office (elementary and secondary students) only if and after an approval is granted. The Principal will assess the student application per the general admission procedures and the appropriate forms including those for the special considerations applications. The special consideration application forms and any pertinent information will be forwarded to the Student Admissions Team/Office.

- 2.3.1 Admission of a student to a grade that is not age appropriate per the Board policy may be considered.
- 2.3.2 Admission of a student of a *Non-Separate School Supporter* (elementary) may be considered for admission where neither the parent/guardian/caregiver nor student are Roman Catholic or members of the See of Rome.
- 2.3.3 Admission of a new student to a school residing *Outside the School Boundary* area may be considered and extends for a maximum of one school year only. Re-application must be made prior to the beginning of the next school year.
- 2.3.4 Admission of a student residing *Outside the Jurisdiction of the Board* may be considered and extends for a maximum of one school year only. Re-application must be made prior to the beginning of the next school year.
- 2.3.5 Admission of *International and Out-of-Province Students* may be considered for students who are not Permanent Residents or Canadian Citizens. The citizenship or immigration documents, as applicable, must be provided to the Student Admissions Team/Office for review and approval. When applicable, a student admission and tuition fee may be required as per the Ministry of Education guidelines for pupils of the Board.
- 2.3.6 Admission of a *First Nations Students* (Government of Canada) who resides on tax exempt land will be considered per the Reciprocal Education Approach (REA).

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

Definitions

Roman Catholic – For the purposes of this policy, Roman Catholic shall mean a member of the Roman Catholic Church or member of the Eastern Rite Catholic Church that is in union with the See of Rome.

Guardian – A person who has lawful custody of a child, other than the parent of the child.

Candidate – One who is already baptized in another Christian faith and who is now preparing to be received into the full communion of the Catholic Church.

Catechumen – One who is not baptized and is preparing for full initiation into the Catholic Church.

References

- The Education Act and Regulations of the Province of Ontario
- Ministry of Education Enrolment Register Instructions and applicable memorandums.
- Regulations of the Government of Canada, Immigration Canada laws, Department of Indian and Northern Affairs;
- Reciprocal Education Approach (REA);
- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Personal Health Information Protection Act (PHIPA); and
- Child, Youth and Family Services Act.

Appendix A

Intent to Register Documentation Checklist

The following documentation must be completed, signed, and provided to the school to complete the intent to register application process. Approvals is required prior to a student being admitted to class.

General Registration documents:

- _____ Student Registration Form – Elementary / Secondary / Continuing Education
- _____ Proof of Age Document (i.e., birth certificate)
- _____ Proof of citizenship (i.e., birth certificate, citizenship, or immigration documents)
- _____ Proof of Catholicity for a parent/ Legal Guardian, Child (i.e., Roman Catholic sacramental certificate, unless other consideration is being given)
- _____ Proof of Residency (i.e., utility bill) Note: Driver’s Licence is not acceptable as per Ministry of Education)
- _____ Application for Direction of School Support (ADSS) form (Elementary only)
- _____ Lease agreement (if applicable)
- _____ Health, Medical & Accident Form(s)
- _____ Use of Student Personal Information Form

Other Special Consideration Registration documents:

- _____ Citizenship Attestation Form
- _____ Other Faith, Non- Separate Supporters Statement and Form
- _____ Out of School Boundary Statement and Form
- _____ Out of Board Jurisdiction Statement and Form

In addition, schools are to receive clearance from the Public Health organizations regarding a student’s immunization status for International Student Registrations.