

## Administrative Procedure 300

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### STUDENT REGISTRATION ENROLMENT AND PLACEMENT

#### Background

The District recognizes that there is an obligation to provide educational programs and services for eligible students who live within the geographical boundaries of the District. It is in the best interest of students that enrolment in schools and assignment to programs occur in a systematic, equitable and educationally beneficial fashion. Eligibility for student registration, enrolment and placement is subject to the terms set out in the School Act, District policies and administrative procedures.

While the District encourages students to attend their Catchment Area schools, it also recognizes the desire of students and parents to choose the school and educational programs which best meet the students' educational needs. Students will be enrolled in schools and assigned to programs pursuant to Sections 74.1, 75 and 75.1 of the School Act with respect to age, school catchment area, residence location, statutory entitlement, program suitability, the availability of space, facilities, and instructional resources. Parents may request a transfer for their child or students may be required to transfer to another school.

Registration into District programs such as Late French Immersion, in which seats may be oversubscribed, will be decided by random selection draw rather than by time of application.

#### Definitions

Catchment Area is the boundary determined by the Board for each school, which may be adjusted periodically based on the number of school age children residing in the area surrounding a school, space, resources, and facilities. (Click here for the [School Locator](#), which will show your catchment area school.)

Catchment Area Student means a person of school age, who is a resident in the District, and is ordinarily a resident within the Catchment Area of the school.

Non-Catchment Area Student means a person of school age, who is a resident in the District, and not a resident in the Catchment Area of the school.

Ordinarily Resident means the establishment of a permanent home and maintenance of an ongoing presence in the District and "guardian" means a person who is so named by the Courts in accordance with the Family Relations Act. The onus is on the parents or guardians to demonstrate that they and the student meet the definition of the term "ordinarily resident". ([Form 300-3](#))

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

## Procedures

### 1. New Student Registration

- 1.1. Beginning on the first school day of February, in any given year, registration and enrolment application forms [Form 300-1](#) shall only be accepted by the catchment area school commencing on the first school day in February. Each application will be date and time stamped. All such applications will be dealt with on a first come, first serve basis at each of the priority levels as stated below. The District may establish enrolment dates for different grades, educational programs, or categories of applicants.
- 1.2. A birth certificate or other legally acceptable document, along with proof of B.C. residency (i.e. mortgage statement, rental agreement, utility bill) must be provided at the time of registration.
- 1.3. The child will not be registered until such documentation is made available.

### 2. Determination of Available Space and Facilities

- 2.1. Section 74.1 of the School Act establishes priorities for enrolment to apply if the District determines space and facilities are available in a school.

*Space and facilities are available in a school for the purposes of Section 74.1(6) and (7) of the School Act if there is excess capacity, taking into account both physical and instructional resources, after reasonable enrolment projections have been made to allow for accommodation of students returning from prior years, students enrolling in the District programs, students incoming from designated feeder schools, and children enrolling in kindergarten who live in the catchment area for the school.*

- 2.2. The Superintendent has the decision-making power as to whether space and facilities are available in individual schools and educational programs in the District for the purposes of Section 74.1(6) and (7) of the School Act.

### 3. Priorities

- 3.1. If it is determined that space and facilities are available in a school, a person whose application was received by the District by the date established under this Administrative Procedure, is entitled to enroll in that educational program in the following descending order of priority:

- 3.1.1. A catchment area student who, in the previous school year, attended the school at which the educational program is made available;
  - 3.1.2. A catchment area student whose sibling attends the school;
  - 3.1.3. A catchment area student.

### 4. If Catchment Area School does not have available Space and Facilities

- 4.1. If the catchment area school does not have space for a student, the catchment school will assist the family in finding the appropriate space at a neighbouring school within the community. The family will be considered out of catchment at that neighbouring school and will be on a waitlist for placement at the catchment school ahead of other outside catchment students. If a family in this circumstance prefers to stay at the neighbouring school, their written request to the Superintendent by the last school day in February, will be considered a first priority.

## 5. Family Requests to an Out of Catchment School

- 5.1. Parents who wish that their child/children be permitted to attend a school outside their catchment area will submit a completed Family Request for Student Placement form ([Form 300-2](#)) to the District Office. These completed forms shall be accepted in two ways:
  - 5.1.1. By District staff commencing on the first school day in February, 8:30 am, and for the purpose of Section 74.1 of the School Act, received no later than the last school day in February, 3:30 pm.
  - 5.1.2. Email to [studenttransfers@sd5.bc.ca](mailto:studenttransfers@sd5.bc.ca) with subject line in the email to read "New Transfer Request" commencing on the first school day in February, 8:30 am and for the purpose of Section 74.1 of the School Act, received no later than the last school day in February, 3:30 pm.
- 5.2. All such applications must be completed in full and signed by both the catchment area school and requested Principal. Each application will be date and time stamped.
- 5.3. All applications will be dealt with on a first come, first serve basis.

## 6. Priorities

- 6.1. If it is determined that space and facilities are available in a school, a person whose application was received by the District by the date established under this Administrative Procedure, is entitled to enroll in that educational program in the following descending order of priority:
  - 6.1.1. Non-catchment area student who attended the previous year;
  - 6.1.2. Non-catchment area student whose sibling attends the school;
  - 6.1.3. A non-catchment area student;
  - 6.1.4. A non-District student.
- 6.2. The place of residence at the time of application determines the status of the applicant as a catchment area or non-catchment area child.
- 6.3. The Superintendent will review the requests by June 1 and will be responsible for determining final acceptance or denial of the parental request. The decision will be based upon the availability of space, facilities, resources and the ability to provide an appropriate educational program for the transferring student.
- 6.4. Parents of students transferring to a school outside of their catchment area will be responsible for their own transportation arrangements to and from the school.
- 6.5. If a parent has been offered a place at a school location for which they have applied, they must make the decision to accept the position in a timely fashion. Although circumstances may vary, generally the parent will be given 24 hours in which to make the decision. Failure to accept a placement offer within the time specified by the Board will result in the space being allotted to another student, and the name of the student who was originally offered the space being removed from the waiting list of that school.
  - 6.5.1. Note: Even if a student attains acceptance to a school outside their catchment area, their classification for transportation shall remain as a "courtesy rider" for the remainder of their time at that school.

6.6. The Superintendent is authorized to enter into reciprocal agreements with other Districts to review waiting lists and enrolment information in order to enforce this Administrative Procedure.

## 7. Waiting List

7.1. Those not accommodated through the initial application process will be placed on a wait list in the category and date/time order received, for consideration in September when actual enrolments are known. Parents of students placed on a wait list for September will be contacted as soon as possible following the start of school in September if space exists for their child's transfer. Any applications received after the application deadline will also be placed on the wait list.

## 8. Notification of Administrative Procedure

8.1. Prior to January 15 of each school year, Principals will ensure that parents are aware of the Student Registration Enrolment and Placement Administrative Procedure as well as recommended dates for application for enrolment to the District for the upcoming year. This will include:

- 8.1.1. an article to be inserted in all school newsletters prior to the enrolment application deadline;
- 8.1.2. information being available in the main offices to be picked up by parents; and
- 8.1.3. ensuring that reception staff are clear on the policy and procedures for application for enrolment at the school.

Reference: Sections 17, 20, 22, 65, 76.1, 85 School Act  
School Act - [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96412\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96412_00)  
School Regulation 268/89  
Freedom of Information and Protection of Privacy Act  
Collective Agreement  
Students from Refugee Backgrounds: A Guide for Teachers and Schools

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