

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

REGULATIONS

STUDENT REGISTRATION, ENROLMENT AND PLACEMENT

SECTION 3.1R

These Regulations are intended to set out the administrative regulations and procedures regarding the School District's Policy on student registration, enrolment and placement.

Definitions

“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.

“Ordinarily Resident” means the establishment of a permanent home and maintenance of an ongoing presence in the School 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”**.

“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 School 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 School District, and not a resident in the Catchment Area of the school.

The place of residence at the time of application determines the status of the applicant as a catchment area or non-catchment area child.

New Student Registration

Beginning on the first school day of February, in any given year, registration and enrolment application forms 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 Board may establish enrolment dates for different grades, educational programs, or categories of applicants. **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. The child will not be registered until such documentation is made available.**

Determination of Available Space and Facilities

Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the Board 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.

The Board hereby delegates to the Superintendent of Schools or his/her Designate, the decision-making power as to whether space and facilities are available in individual schools and educational programs in the School District for the purposes of Section 74.1(6) and (7) of the *School Act*.

Priorities

If it is determined that space and facilities are available in a school, a person whose application was received by the Board by the date established under these Regulations, is entitled to enrol in that educational program in the following descending order of priority:

1. A catchment area student who, in the previous school year, attended the school at which the educational program is made available;
2. A catchment area student whose sibling attends the school;
3. A catchment area student;

If Catchment Area School does not have available Space and Facilities

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 Board Office by the last school day in February, will be considered a first priority.

Family Requests to an Out of Catchment School

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 to the School Board Office. These completed forms shall be accepted in two ways:

1. By Board Office 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.

2. Email to studenttransfers@sd5.bc.ca with subject line in the email to read “New Transfer Request” commencing on the first school day in February, 8:30am 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.

All such applications must be completed in full and signed by both the catchment area school and requested School Principal. Each application will be date and time stamped.

All applications will be dealt with on a first-come, first serve basis.

Priorities

If it is determined that space and facilities are available in a school, a person whose application was received by the Board by the date established under these Regulations, is entitled to enrol in that educational program in the following descending order of priority:

1. Non-catchment area student who attended the previous year;
2. Non-catchment area student whose sibling attends the school;
3. A non-catchment area student;
4. A non-school district student.

The Superintendent or designate will review the requests by June 1st 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.

Parents and/or guardians of students transferring to a school outside of their catchment area will be responsible for their own transportation arrangements to and from the school.

If a parent or guardian 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 and/or guardian 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.

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.

The Superintendent and/or his or her Designate are authorized to enter into reciprocal agreements with other School Districts to review waiting lists and enrolment information in order to enforce this policy.

Waiting List

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/guardians 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.

Notification of Policy

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

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

Related Bylaws, Policies, Contracts and Regulations:

Bylaw 1.3 Appeal Procedure Students/Parents/Guardians

Policy 3.1 Student Registration, Enrolment and Placement

Received at Board Office

Date: _____

Time: _____

School District 5 (Southeast Kootenay)

FAMILY REQUEST FOR STUDENT PLACEMENT FORM

**To be submitted to School District Board Office between
the 1st school day in February and the last school day in February**

PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT (please print)

Name of Student: _____ Date of Birth: _____

Address: _____ Year Requested: _____

_____ Present Grade: _____ Grade in Sept. _____

Postal Code: _____ Phone: _____ Date of Application: _____

Name of Parent(s)/Guardian(s): _____

Catchment Area School: _____

Current School: _____

Principal's Signature: _____

Requested School: _____

Principal's Signature: _____

Circumstances/Reason for Request: (please attach another page if more space is needed)

The parent has been informed of Policy 3.1 and has been provided with a copy.

Parent/Guardian Signature: _____

Upon being signed by the parent/guardian, this application must be submitted to either the Principal of the school the student is currently attending or the School District Board Office.

The parent or guardian will be contacted by phone and/or a letter with the out of catchment decision. (If any special conditions apply they will be stated below.)

Approved Declined

Comments: _____

Superintendent or Designate Signature: _____ Date: _____