

## **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.

Thank you,

Jill MacDonald  
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