

YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students/Admissions	<i>Policy Number</i> 226A
<i>Former Policy #</i> 602A	<i>Page</i> 1 of 9
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
March 1987	June 1999, May 18, 2010 February 7th, 2012 November 25, 2014 January 26, 2016 January 31, 2017 December 10, 2019

POLICY TITLE: ADMISSION TO ELEMENTARY SCHOOLS

SECTION A

1. PURPOSE

The

3. PARAMETERS

- 3.1 The provisions of the *Education Act* and its Regulations, the *Human Rights Code*, and any other relevant Provincial or Federal Regulations along with defined Board geographical boundaries, referred to as a school boundary, shall determine which students are granted priority to attend a specific Catholic Elementary school in the Board.
- 3.2 All Admission Requirements in Section B of this policy must be met before an admission to a Catholic Elementary school will be approved or continued.
- 3.3 The residential address of the Parent/Guardian whom the student resides with will determine the geographically designated Catholic Elementary home school (right of attendance).
 - 3.3.1 At times, the Board may cap enrollment at a particular school, restricting admissions to that school despite a student's regular eligibility. When enrolment is capped at a school, the Board will identify an alternative school which will be designated as that student's Home School. A cap that has been imposed at a school will remain in effect until the Board has lifted it.
- 3.4 Students are expected to attend a specific Catholic Elementary school based on the school's defined geographic boundary, whether newly created or revised, unless otherwise defined by the Board.
- 3.5 Elementary school-aged children whose Parent(s)/Guardian(s) direct School Support to the English-Language Separate School Board shall be admitted to a designated Catholic Elementary home school.
- 3.6 The initial placement of a student new to a Catholic Elementary school will be in the age-appropriate grade.
- 3.7 Elementary students must participate in all required instructional periods, including classes in religious education, family life education and the liturgical celebrations of the Catholic Elementary school.
- 3.8 Students shall be entitled to transportation services in accordance with Board policies and procedures.
- 3.9 Out of Boundary/Out of Region (TCH19) students shall not be entie.n-

- 3.11.1 A York Region Parent/Guardian must register their child(ren) at their home school and then submit an Out of Boundary/Out of Region application (TCH19) identifying the requested school and reasons for the request.
- 3.11.2 If a family member is already attending a school on an approved TCH19, a new TCH19 must be submitted for any additional students within the family (i.e., siblings)
- 3.11.3 An Out of Region Parent/Guardian (Catholic students residing outside of York Region), must submit

4.2 Associate Director

- 4.2.1 To determine a resolution in Consultation with the appropriate Superintendent of Education, in matters of admission appeals.
- 4.2.2 To monitor the administration of the Admission to Elementary Schools policy and guidelines to ensure compliance.

4.3 Coordinating Manager of Planning & Operations

- 4.3.1 To support the implementation and compliance of the Admission to Elementary Schools policy and guidelines.

4.4 Admissions Services

- 4.4.1 To be a resource to Catholic Elementary schools and Parents/Guardians for clarification of admission requirements and with meeting the requirements of admission to Catholic Elementary schools.

4.5 Superintendent of Education: Safe Schools

- 4.5.1 To review for approval in consultation with the appropriate school Superintendent of Education and Principal, the admission of all expelled students as outlined in the guidelines of the Admission to Elementary Schools policy.
- 4.5.2 To ensure that appropriate resources and supports are in place to support the learning needs of students who have completed a program for expelled students.

4.6 Superintendent of Education: School Leadership (Elementary)

- 4.6.1 To review for approval applications for Out of Boundary/Out of Region admission (TCH19) as outlined in this policy.
- 4.6.2 To collaborate with the appropriate Superintendent of Education responsible for Student Services or Safe Schools when considering the admission of an Out of Boundary/Out of Region student with special needs or an expelled student.

4.7 Superintendent of Education: Student Services

- 4.7.1 To review and approve, in consultation with the Coordinator of Special Programs, the appropriate school Superintendent of Education and Principal, the admission of all Out of Boundary/Out of Region students with special needs as outlined in the guidelines of the Admission to Elementary Schools policy.
- 4.7.2 To review and approve the Transition to School plan for all students with special needs.

4.8 Principals

- 4.8.1 To comply with the guidelines of this policy when admitting students to a Catholic Elementary school.
- 4.8.2



7. RELATED FORMS
TCH 19

POLICY TITLE: ADMISSION TO ELEMENTARY SCHOOLS

SECTION B: GUIDELINES

1. ADMISSION REQUIREMENTS (Original Documents)

1.1 A Baptismal certificate from a Roman Catholic Church or a Catholic Church in Communion with the Holy See of Rome of:

1.1.1 The student; **or**,

1.1.2 The Parent/Guardian.

1.2 Student's proof of age.

1.3



