

STUDENT ADMISSION
- POLICY -**GUIDING PRINCIPLES**

Effective as of July 22, 2010 student admission in School District No. 85 is to be guided by the following principles:

- **Access to neighbourhood school:** To support the Board's efforts to keep schools open in the North Island, the admission process should maximize the number of students attending their neighbourhood schools.
- **Efficient resource allocation:** The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at any time of the school year.
- **Access to non-neighbourhood school:** The admission process should allow consideration of parental applications on a fair basis subject to the principles stated above.

- REGULATION -

1. Definitions
 - 1.1 "neighbourhood school" is the closest school to a student's ordinary place of residence.
 - 1.2 Port McNeill is considered one neighbourhood for the purpose of this policy.
 - 1.3 N.I.S.S and S.V.E.J.S. are considered the neighborhood schools for grade 10 students residing in Port Alice.
 - 1.4 "non-neighbourhood school" is a school other than the student's neighbourhood school.
 - 1.5 "neighbourhood student" is a student entitled to attend their neighbourhood school.

- 1.6 “non-neighbourhood student” is a student who applies to attend a school other than the neighbourhood school. A non-neighbourhood student who has previously applied and been accepted under this policy will be considered a neighbourhood student for subsequent school years.
- 1.7 “school district student” is a student
 - a) of school age
 - b) enrolled in an educational program in our district.
- 1.8 “non-school district student” means a person
 - a) of school age,
 - b) resident of British Columbia but
 - c) not resident in the school district
- 1.9 “parent” includes a legal guardian, or the person appointed by court order, or under the will of a deceased parent, and does not include a non-custodial parent.
- 1.10 “place of residence” for a student is deemed to be that of a student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.
- 1.11 “previous school year” means the school year previous to the school year for which the student is applying to enrol in an educational program.

2. Communication

The Student Admission Policy and Regulations will be available to parents and guardians on the School District web site and a hard copy will be sent upon request.

3. Determination of Available Space and Facilities

- 3.1 For purposes of section 74.1(6) and (7) of the *School Act*, space and facilities are available in a school to enrol a non-neighbourhood student if there is expected, based on reasonable enrolment projections, to be sufficient capacity to guarantee space for incoming neighbourhood students.
- 3.2 The Board of Education delegates to the Assistant Superintendent the decisions whether space, facilities and educational programs are available in individual schools for purposes of Sections 74.1(6) and (7) of the *School Act*.
- 3.3 Decisions on availability of space in classrooms and schools will be made in consultation with the principal of the affected school and will

be based on program capacity, including consideration of the following factors:

- 3.3.1 the operating capacity of the school as defined by the Ministry of Education;
- 3.3.2 staff assigned to a school by the district;
- 3.3.3 the physical space in which instructional programs operate in the school;
- 3.3.4 the ability of the school to provide appropriate educational programs for all neighbourhood students, previously approved non-neighbourhood students and the applicant;
- 3.3.5 the needs of other programs located in the school.

3.4 If space in classrooms and schools is determined to be available, enrolment in educational programs in a school will be offered to non-neighbourhood and non-school district students in the following priority order, providing their parents apply within the application deadlines and all other requirements are met:

- 3.4.1 non-neighbourhood student;
- 3.4.2 non-school district student.

3.5 Time and dated waitlists will be established for those not accepted, to be maintained until February 15th of the following school year.

3.6 Re-evaluation of space availability will take place periodically by the principal of each school to ensure that the maximum number of requests are met at the earliest time possible after October 1st.

3.7 Time and date of application will be the factor to determine priority for enrolment in non-neighbourhood schools under section 3.6.

4. Enrolment Process for Neighbourhood Schools

4.1 Students will attend their neighbourhood school subject to there being adequate room available.

4.2 Students will attend a secondary school based on the elementary school they attended in grade 7.

5. Application Process for Non-neighbourhood Schools

5.1 Applications for students to attend a non-neighbourhood school must be submitted to the school no later than February 15th each year. When received by the school, all requests will be time and date stamped.

- 5.2 Students attending a non-neighbourhood school wishing to transfer back to their neighbourhood school should notify the neighbourhood school by February 15th.
 - 5.3 The district process shall encourage students (if of appropriate age) and their parents to jointly consider the student’s educational needs before requesting enrolment in a school other than the current school or the neighbourhood school.
 - 5.4 Students in kindergarten to grade 9 may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.
 - 5.5 Students must be registered at their respective neighbourhood school before applying to enrol at a non-neighbourhood school.
6. Regulations for Registrations at Non-neighbourhood Schools
- 6.1 The school principal will only accept a non-neighbourhood student if the following conditions are met:
 - 6.1.1 an enrolment of a non-neighbourhood student shall not cause the class to exceed 95% of capacity. Space must be available at all grade levels in order to allow for the enrolment of new neighbourhood students.
 - 6.1.2 an enrolment of a non-neighbourhood child shall not cause reconfiguration of the school;
 - 6.1.3. class size and composition requirements as set out in Sections 76.1 (2.1), (2.2), and (2.3) of the *School Act*, shall govern all placements. The class size and composition needs to be appropriate for student learning in the opinion of the Superintendent of Schools and the school principal;
 - 6.1.4. consultation with the Assistant Superintendent has occurred.
 - 6.2 Decisions on registrations at non-neighbourhood schools will be confirmed by October 1st.
 - 6.3 Copies of the Appeal Process will accompany all non-neighbourhood registration denials.
7. Transportation to Non-neighbourhood schools
- 7.1 Parents will assume responsibility for transportation costs incurred by their child attending a non-neighbourhood school ***if there is no scheduled run.***

- 7.2 The Board reserves the right to charge for bus transportation to non-neighbourhood schools.
- 7.3 ***Where a student is transferred to a non-neighbourhood school as the result of a Board decision, the Board will provide transportation, subject to room being available on an existing bus route.***
8. Discretionary Acceptance: Suspended or Expelled Non-School District Student
- 8.1 Applications for enrolment from non-school district students may be refused if the student:
- a) is under suspension from a BC public school or school district; or
 - b) has been refused an educational program by a BC public school board under section 85(3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply him/herself to his/her studies.
- 8.2 Such applications will be referred to the Assistant Superintendent for a decision on admission. Admissions may be made subject to terms and conditions.
9. Special Requests
- Notwithstanding the provisions of this policy and regulation, parents wishing to transfer a child to a non-neighbourhood school for sound educational reasons acceptable to the Assistant Superintendent of Schools, may request the Board approve such a transfer at any time.



Application for Non Neighborhood Transfer Request

Complete the form below to request a change of your child(ren)'s school for the upcoming school year. This form must be submitted to the School Board Administration Office in person (6975 Rupert Street, Port Hardy) to Rena Sweeney or via email to rsweeney@sd85.bc.ca. **Forms should be received by February 15th.** Forms received after this date will be considered late applications and will be processed according to our policies and regulations. Criteria for Approval, Priority, and Transportation is based on Student Admission Policy 2-295R.

Student Information - Please Print Date of Form Completion: _____

Name: _____
Last Name First Name Middle Name

Gender: _____ Date of Birth: _____ Student Number/PEN: _____
Month Day Year

Student's Expected Grade Level in September: _____

Name of School Student is Presently Attending: _____

Home Street Address: _____

Box Number: _____ City: _____ Postal Code: _____

Home Phone Number: _____ Alternate Phone Number: _____

Name of Parent/Guardian at this Number: _____

Non Neighborhood Transfer Request

Indicate School Assigned: _____

Name of School Requested: _____

Reason for Request: _____

Have you registered with your neighborhood school? Yes No

Have you consulted with your neighborhood school Principal? Yes No

I understand and am able to provide transportation to and from the school I have requested. Yes No

Parent/Guardian Information - Please Print

Name: _____ Signature: _____

Email: _____ Date: _____

Name: _____ Signature: _____

Email: _____ Date: _____

District Office Use Only:

Date Received: _____

Time Received: _____

Superintendent's/Designate's Signature: _____