

Choice School/Ordinarily Resident Policy 5040

February 22, 2005

Revised: September 27, 2016

The Board of Education believes in the concept of neighbourhood schools designed to meet the general needs of all school-age students in the area. Student admission is to be guided by the following principles:

- Access to neighbourhood school: The admission process will maximize the number of students able to attend their catchment area school in accordance with their wishes.
- Choice: The admission process will maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs.
- Certainty, stability, and continuity: The admission process will support certainty, stability and continuity for students and families.
- Efficient resource allocation: The admission process will enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

The Board will endeavour to provide programs that meet the interests and needs of district students.

Regulations: Student Admission and School Choice

1. Definitions

- 1.1 "Catchment area child" means a person:
 - a. of school age, and
 - b. resident in the catchment area of the school
- 1.2 "Continuing student" means a school age student in attendance at the school or designated feeder school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
 - a. a non-school district child or
 - b. a child who withdraws or transfers from the school or educational program before the end of the previous school year; or
 - c. a student who attended during the previous year on a disciplinary transfer.
- 1.3 "Non-catchment area child" means a person:
 - a. of school age,
 - b. resident in the school district, and
 - c. non resident in the catchment area of the school
- 1.4 "Non-school district child" means a person (ie. International, eLearning):
 - a. of school age,

- b. resident in British Columbia, and
- c. not resident in the school district

1.5 “Place of residence”: For purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.

2. Determination of Available Space and Facilities

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

2.1 The Board delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the School Act.

2.2 Decisions 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:

- the operating capacity of the school as defined by the Ministry of Education
- staff assigned to a school by the district
- the physical space in which instructional programs operate in the school
- the ability of the school to provide appropriate educational programs for the applicant and other students
- the needs of other programs located in the school

2.3 After enrolment of continuing students, if the required space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:

- catchment area child
- non-catchment area child
- non-school district child

provided application deadlines and other requirements have been met.

2.4 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order or priority:

- continuing catchment area student
- continuing non-catchment area student
- continuing non-school district student.

2.5 Waitlists will be established for those not accepted, to be maintained until 3:00 pm on the third Friday of September.

- 2.6 Applicants for enrolment in Kindergarten will be separately prioritized in accordance with the priorities set out in 2.3

3. Tie Breaking

- 3.1 When two or more applications have the same priority, priority as between them will be determined by the time and date of application.

4. Alternate enrolment process for continuing school district students

- 4.1 Continuing students are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Non-school district children are required to submit a School Transfer Application annually.)

5. Dates for Applications to Enroll and Enrolment

- 5.1 The Board has established the following timelines in order to accommodate the registration, enrolment and placement of students in the district schools. The School Transfer Application will be given to the Principal of the school.

First school day in March – the first date by which School Transfer Applications will be received at schools for the coming school year.

Last school day in March – the deadline by which a student must submit a School Transfer Application to attend a non-catchment area school in order to be eligible for enrolment in that school.

Second Friday in June – deadline by which a newly arrived catchment area student must be registered to be either enrolled or placed on the priority list as per 2.3.

First Monday after school opening – the date by which a student is removed from the school register if not in attendance by 3:00 pm and no prior communication has been received by the school from the parent/guardian.

- 5.2 Late applications will be placed on a separate list and prioritized as set out in section 2.3 until 3:00 pm on the third Friday of September, at which point a determination will be made, and thereafter as they are received if space and facilities are available.

- 5.3 Birth certificates, B.C. CARE cards, and proof of residency must be shown at time of registration and copies will be appended with the registration form. Proof of residency may include but is not limited to: a copy of Hydro Bill, driver's

license, water bill, written affidavit from employer, or other resident, etc. For children born outside of Canada, proof of Canadian citizenship is required. For children who are not citizens, refer to Policy 5030 International Students.

6. Commitment

- 6.1 Applicants 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 either become invalid or they are placed on a waiting list as per 2.5

7. Discretionary Acceptance: Suspended or Expelled Non-School District Students

- 7.1 Enrolment applications from non-school district children may be refused if the child:
- (a) is under suspension from a BC public school, independent 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 himself or herself to his or her studies.
- 7.2 Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the superintendent or designate.

8. Communication

- 8.1 Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the school district.

9. Transportation

- 9.1 Transportation of a student outside his/her catchment area will be the responsibility of the parent/guardian.
- 9.2 Winter In-town Bussing – to and from all elementary schools, in the catchment area; restrictions are in place, stops are identified annually in the Winter bus schedule. Depending on available space provision is made to accommodate Fort Nelson Secondary School students, in some areas in the morning.

Catchment Areas

J.S. Clark – all students southeast of Airport Drive and northeast of the Alaska Highway (includes Midtown, East Sub, Cottonwood and Reservoir Subdivisions)

G.W. Carlson – all rural students, all student northwest of Airport Drive and southwest of the Alaska Highway (includes Southridge Park, Angus, Mountainview, Gairdner and Industrial Subdivisions).