

Administrative Procedure 301 STUDENT RESIDENCY AND ADMISSIONS

The Division was established for the primary purpose of providing a Catholic education for resident students of the Division.

The Division is committed to developing and maintaining schools and programs which exemplify the values and practices of a Catholic community. Students and parents who are not of the Catholic faith who wish to attend a Division school will be advised in the course of the approval process, of the expectations of the Division, and they will be obliged to recognize, respect and abide by those expectations.

Under Section 4(4) of the Education Act, a person residing within the boundaries of a Catholic separate school district who is of the Catholic faith is a resident of the Division and not of the public school division. Under Section 10(4), the Division shall enroll a resident student of another board in the school requested by the parent if, in the opinion of the Division, there are sufficient resources and facilities to accommodate the student.

The Division welcomes families who are not of the Catholic faith and who seek an education that forms the whole child in mind, body and spirit. The religious freedom and conscience of every family is respected. To propose the Gospel is not to impose it, and our schools will not set aside their right and duty to proclaim it.

Definitions

A resident student of the Division is one who:

- ❖ Is baptized Catholic, or has at least one parent who is baptized Catholic; or
- ❖ Under the authority of the Child, Youth and Family Enhancement Act, has been placed in the care of a foster parent where the foster parent is a resident of the Division; ~~and~~, or has been deemed a resident student of the Division by a child intervention worker under Section 4(5) of the Education Act; and
- ❖ One whose custodial parent resides within the boundaries of ~~the Division~~ a Catholic separate school district operated by the Division;
- ❖ Who at September 1 in a year is 6 years of age or older , or who is eligible to enter Grade 1 under Administrative Procedure 302 School Entrance Age;
- ❖ Who at September 1 in a year is younger than 19 years of age;
- ❖ Students who do not comply with the conditions outlined above are considered non-resident students.

Non-Catholic students shall be defined as those students who have not received the sacrament of Catholic Baptism and whose parents are not of the Catholic faith.

Independent student means a student who is 18 years of age or older, or 16 years of age or older and living independently, as defined in Section 1 and determined under Section 6 of the Education Act. An independent student holds the rights and obligations that would otherwise belong to the parent.

Residence means the one place where a person ordinarily lives and sleeps and to which the person intends to return, as set out in Section 4.1 of the Education Act.

Procedures

1. The Division will provide educational services to all children of its resident Catholic parents.

2. The Principal will advise parents that they are responsible in conjunction with the parish for sacramental preparation and participation in sacramental celebrations.
3. As required by the Bishop and the *Program of Studies*, schools will provide educational background necessary for all students to gain an understanding of the sacraments.
 - 3.1 At registration, every parent receives written notice that the Catholic faith permeates instruction, exercises and materials in all Division programs, as required by Section 58.1 of the Education Act.
4. Residency of independent students, as defined by the Education Act, Section 6, will be determined by where the student resides, rather than where his/her parent(s) reside.
 - 4.1 Where the parents of a student reside in different school divisions, the parents shall choose one division in writing, in accordance with Section 4(8) of the Education Act.
 - 4.2 Where a parent's residence changes after the school year begins, the parent shall designate in writing the board of which the student is a resident for the balance of that school year, in accordance with Section 4(11) of the Education Act.
5. Admissions to Early Childhood Services programs will be made in accordance with this administrative procedure and with Administrative Procedure 302 – School Entrance Age.
6. Resident students of the Division residing in a designated attendance area for a school shall be enrolled in that school and attendance is compulsory if a program offered in that school is suitable for the student. A resident student of the Division who resides in a designated attendance area for a school shall be given priority over a student who does not reside in the designated attendance areas for that school if there are insufficient resources and facilities to accommodate both students.
 - 6.1 Where a school does not have sufficient resources and facilities for all applicants, admission is given in this order: resident students in the designated attendance area; resident students outside the designated attendance area; siblings of students already enrolled; and other non resident students. The Principal may keep a waiting list ordered by these priorities and the date of application.
 - 6.2 The Division shall not charge tuition fees for its resident students, resident students of another board, or resident students of the Government, in accordance with Section 13 of the Education Act. Tuition, not to exceed actual cost, may be charged for any other student, including international students.
7. The division welcomes non-resident students to its schools providing that resources are available and the Catholic identity, vision and mission are fully respected and supported.
 - 7.1 Whenever a non-resident student wishes to enroll in a school in the Division, the Principal shall notify the student and the student's parents of the spiritual life, liturgical activities, retreats, social justice practices, and the moral and ethical values celebrated in the school and the school's duties and expectations of all students in these regards. This is done at a meeting with the parents, and with the student where the student is 10 years of age or older.
 - 7.2 The Principal, in consultation with the Superintendent/designate, is responsible for determining if there are sufficient resources and facilities to accommodate non-resident students subject to the following criteria:
 - 7.2.1 A program that is suitable to the educational needs of the student must be available.
 - 7.2.2 Sufficient qualified staff must be available.
 - 7.2.3 Sufficient classroom space and learning resources must be available.

- 7.2.4 The specialized supports and services the student may need under Section 11 of the Education Act can be provided. After September 30, the Principal consults the Superintendent or designate on available funding and supports before enrolment.
- 7.3 In the event that the Principal denies a student admission to the school, the student and the parent may appeal to the Superintendent. If the matter is not resolved, the parent, or the student where 16 years of age or older, may appeal to the Board in accordance with Section 42 of the Education Act and the Division's dispute resolution procedure.
- 7.4 The Principal may contact the student's previous school for information about the student and the student's program only after the parent gives written permission.
- 7.5 When admission is approved, the parent signs the registration form, including the Division's faith commitment to support the student's full participation in Religious Education and the faith life of the school. The Principal signs the form and places it in the Student Record.
- 7.6 Once enrolled, a non resident student is treated as a continuing student of the Division until the student graduates or the family chooses to leave. If the family moves to another community served by the Division, the student will be accepted into the Division school in that community.
- 7.7 A family that later finds it cannot honour its commitment to the Catholic character of the school may withdraw the student.
8. In the event that there is some question with regard to residency, the parent/guardian or independent student will be asked to provide proof of guardianship, proof of address, and a baptismal certificate for the student or for at least one parent.
9. In the event that the Principal has some concern with regard to the residency of the student, the parent or the student if independent, will be asked to execute an affidavit declaring the residency status. (Form 301-1)
10. Where a resident student becomes a non resident student, or attends a school outside the student's designated attendance area, the Division does not assume responsibility for transportation.
11. A student who is 19 years of age or older on September 1 may be admitted to a high school program at the discretion of the Principal, in consultation with the Superintendent or designate, and a tuition fee may be charged. Under Section 10(5) of the Education Act, a student seeking a fourth year or more of high school may be directed to a school designated by the Division.

Reviewed/Revised: March 2014, November 2016, January 2017, January 2020, October 2026

Reference: Section 1, 3, 4, 4.1, 6, 10, 11, 13, 16, 17, 21, 42, 52, 53, 58 197, 222 Education Act;
Child, Youth and Family Enhancement Act
Elk Island Catholic Separate Regional Division No. 41 – AP 300
St. Thomas Aquinas R.C.S.R.D. No. 38 – AP 300