



**BOARD ADMINISTRATIVE PROCEDURE**

ADMINISTRATIVE PROCEDURE

**206 Admission of Students**

DIRECTIONAL POLICY

**Nurturing & Protecting Catholic Education**

**Title of Administrative Procedure:**

Admission of Students

**Date Approved:**

October 2023

**Projected Review Date:**

October 2028

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Nurturing & Protecting Catholic Education Directional Policy. Inspired by the teachings of Jesus Christ, CDSBEO is committed to providing students the opportunity to learn inspired by the teachings of Jesus Christ through the Catholic faith nurturing and celebrating the hearts, minds, bodies, and souls of our students.

**Alignment with Multi-Year Strategic Plan:**

The Admission of Students Administrative Procedure supports our vision of continuing to build welcoming, Christ-centered communities that foster safe, loving, and inclusive learning for all members of our Catholic school families.

[CDSBEO Strategic Plan 2020-2025](#)

**Purpose**

The purpose of this procedure is to outline the process and requirements for admission to Catholic Schools within the Catholic District School Board of Eastern Ontario jurisdiction and to ensure there are consistent admission practices and procedures across its schools.

## **Action Required**

### **1. Admission to Catholic Elementary Schools for Roman Catholic Families**

- 1.1. All elementary school-aged students having the right of attendance will be admitted to the geographically appropriate school under the jurisdiction of the Board.
- 1.2. A student will be registered in an elementary school when the parents/guardians submit evidence that a student has the right to attend a Catholic school. Evidence includes the following:
  - a Roman Catholic baptismal certificate for the child or a parent(s) or a legal guardian(s); and
  - direction of taxes to the English Separate School; If this cannot be provided at the time of registration, Principals are responsible to ensure that parents/guardians have completed the necessary steps to re-direct their taxes to support English Separate Schools.
- 1.3. Subject to space availability, enrolment/registrations at a school may be restricted, and it may be necessary to direct a student to another Catholic elementary school within the jurisdiction of the Board.
- 1.4. Catholic parents/guardians whose children have the right of attendance, but whose children have not received the sacrament of Roman Catholic Baptism, will be provided with our Religion and Family Life program information, and supported should they wish to pursue baptism in their Catholic parish community.

### **2. Admission to Catholic Elementary Schools of Children of Other Faiths**

- 2.1. Students of another faith, who do not have a statutory right to attend, may be registered in a Catholic elementary school subject to the provisions of this Administrative Procedure.
- 2.2. School administration will provide the parents/guardians with information outlining the Religion and Family Life programs which can be found in the information posted on the Board website.
- 2.3. Where possible or requested by the parent(s)/guardian(s), the school Principal will meet with the parent(s)/guardian(s) to determine the impact on present and future pupil spaces and the commitment of the parent to a Catholic education for the child.
- 2.4. Requests for admission of a non-Catholic student shall be provided by the parent(s)/guardian(s) in writing to the principal outlining the reasons for the request to attend the Catholic elementary school.
- 2.5. When requesting to attend a Catholic elementary school, parent(s)/guardian(s):
  - Agree Catholic religious studies are a component of the curriculum, as well as Masses, liturgies, and celebrations of the Catholic Liturgical calendar.
  - All elementary school-aged students and their parent(s)/guardian(s) must accept and recognize the distinctive Catholic character and culture that pervades the

- Catholic elementary school community and must be willing to support its purpose, goals, and expectations.
- 2.6. In considering a request for admission, the Board will consider the following and will respond to the parent(s)/guardian(s) accordingly:
- the reasons given by the parent(s)/guardian(s) for their request to register their child(ren) in a Catholic school;
  - the enrolment capacity of the school, particularly, the class(es) to which the child(ren) would be assigned (e.g., primary class size cap);
  - Childcare arrangements
  - Sibling considerations
  - Educational program consideration
  - Compassionate grounds
- 2.7. Where approval is provided, it is provided with the understanding that permission granted to a student to attend under the provisions of this policy may be subject to annual review.

### **3. Admission to Catholic Secondary Schools**

- 3.1. Subject to Board school boundaries, any secondary school-aged student within the Board's jurisdiction may choose to attend a Catholic secondary school [Education Act, Section 42(1)].
- 3.2. All secondary school-aged students and their parents/guardians must accept and recognize the distinctive Catholic character and culture that pervades the Catholic secondary school community and must be willing to support its purpose, goals, and expectations.

### **4. Admission of Students Out of Designated School Boundaries**

- 4.1. Parent(s)/guardian(s) or, in the case of a student 18 years of age or older, a student may apply to attend a school other than the designated school.
- 4.2. Transportation of students to a school outside of designated school boundaries is the responsibility of the parent(s)/guardian(s).
- 4.3. Requests for admission to a school out of the student designated boundary shall be provided in writing to the principal of the school the student is requesting to attend, outlining the reasons for the request, in writing by the parent(s)/guardian(s)
- 4.4. In considering a request for admission, the Board will consider the following and will respond to the parent(s)/guardian(s) accordingly:
- Availability of space and resources
  - Childcare arrangements
  - Sibling considerations
  - Educational program consideration
  - Compassionate grounds
- 4.5. Where approval of admission is granted, it is provided under the provisions of this policy and may be subject to annual review.

## 5. Admission of Out of District Students

- 5.1. Elementary students residing out of the Board jurisdiction may be registered in an elementary Catholic school of the Board providing:
  - Availability of space and resources AND
  - Students home address is closer to elementary school within the Board rather than the Catholic school in the district and zone in which the student resides.
- 5.2. Secondary students residing out the Board jurisdiction may be registered in a secondary catholic school of the Board providing:
  - Availability of space and resources AND
  - Catholic school in our board is more accessible than the Catholic secondary school within the district in which they reside.

## 6. Registration Requirements

- 6.1. A student shall be allowed to enroll in Year One Kindergarten in September of that calendar year during which the student becomes four years of age.
- 6.2. A student shall be enrolled in Year Two Kindergarten in September of that calendar year during which the student becomes five years of age.
- 6.3. For all admissions, parent(s)/guardian(s) are required to complete a registration package.
- 6.4. The following requirements shall be provided to register a student:
  - Proof of age (student's birth certificate, permanent resident card, or passport)
  - Baptismal Certificate as required.
  - Document(s) proving address of parent(s)/guardian(s) (agreement of purchase and sale, tenant lease, utility bill, property tax bill)

## Responsibilities

### The Board of Trustees is responsible for:

- Reviewing this administrative procedure to ensure its alignment with the Catholic Education Directional Policy;
- Reviewing this administrative procedure as part of the regular policy and procedures review cycle.

### The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure.

### Superintendents of Schools are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure;

- Reviewing requests for admission where the matter has been referred by a principal.
- Ensuring documentation regarding transfer requests and approvals are appropriately kept for future reference.

**Principals and Vice-Principals are responsible for:**

- Reviewing requests for admission to a Catholic school in alignment with this Administrative Procedure.
- Ensuring school staff members understand this Administrative Procedure and are requesting the appropriate supporting documentation from parents.
- Principals will ensure that parents/guardians complete the direction of taxation forms if they cannot provide direct evidence at the time of registration.
- Ensuring the superintendent of schools is fully aware of any parental concerns or issues that may be contributing to a request to transfer to another school, prior to the decision being made by the superintendent.

**Parents/Guardians are responsible for:**

- Providing current and accurate documentation to support the registration application.
- Providing proof of Roman Catholic baptism of either the student and/or one of the parents/guardians.
- Accept and recognize the distinctive Catholic character and culture that pervades the Catholic school community and be willing to support its purpose, goals, and expectations.
- Contacting the appropriate principals to discuss criteria and rationale when considering a request to transfer their child from their designated school to another school.
- Submitting a written request for a transfer to another school to the superintendent of schools.
- Assuming responsibility for transportation of their child to the receiving school when requesting a transfer from their designated school.

**Progress Indicators**

- Students registered in the Board's elementary and secondary schools accept and recognize the distinctive nature of Catholic character and culture that pervades the Catholic school community and are willing to support its purpose, goals, and expectations.
- Students bring the best of themselves to the society in which they live, in fulfillment of the Catholic Graduate Expectations.
- CDSBEO has consistent admission practices and procedures across its schools.

## Definitions

**Guardian:** A person who has lawful custody of a child, other than the parent of the child; includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care. Education Act 2006, c. 28, s. 4.

**Roman Catholic Baptismal Certificate:** A certificate issued from a Roman Catholic parish which indicates the person has been baptized into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome.

**Right of Attendance:** The right of attendance defined in the Education Act means that all elementary school-aged children of parent(s)/guardian(s) who direct their taxes in support of a Catholic School Board are eligible to attend a Catholic school.

**Designated School:** The designated school is the school which the student would normally be eligible to attend based on residence location.

**Receiving School:** The receiving school is the school to which the applicant has requested to be enrolled as an out-of-boundary student.

## References

- Education Act [Education Act, R.S.O. 1990, c. E.2 \(ontario.ca\)](#)
- Municipal Property Assessment Corporation (MPAC) [School Support Designation | MPAC](#)