



YORK REGION DISTRICT SCHOOL BOARD

Policy and Procedure #163.0, School Admission

Application

Board *Policy and Procedure #163.0, School Admission* addresses the admission of students to the Board, including resident and non-resident students.

Stakeholder Groups with Responsibilities Under this Policy

- Board of Trustees
- Director of Education
- Superintendents of Schools
- Superintendent, Business and Finance (CFO)
- Manager, Planning and Property Development
- Manager, Administrative Services
- Principal, Community and International Education Services
- School Administrators
- Parents/Guardians
- Students

Relationship to the 2012-2013 Board priorities

Relates to student achievement ensuring a safe transition and adaptation to schools.

Document History and Previous Versions

Approved 1983
Revised 1989
Confirmed Without Change 1995
Revised 2001
Revised 2007
Working Document May 2013
Revised April 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Policy #163.0

School Admission

Document Integration Project Format

Policy Statement

The York Region District School Board recognizes its primary responsibility is to provide education to the students of York Region whose parent(s)/guardian(s) are English-language public school supporters.

The Board may admit students to its elementary and secondary schools who are not resident pupils of the Board and who meet certain conditions as indicated in this policy based on space and program availability.

The Board will determine space and program availability by school on an annual basis. Once accommodation at schools is no longer available based on enrolment, students may be placed in another school, regardless of category of student as defined in this policy.

Application of Policy

Subject to the *Education Act*, the policy addresses the following categories of students.

1. Resident Pupils of the Board

- a) Where the parent(s)/guardian(s) of a student reside in York Region and are English-language public school supporters they are considered to be "resident pupils" of the Board.
- b) A resident pupil of the Board may attend their home school based on the address of the residence where the pupil lives with his/her parent(s)/guardian(s), subject to the Board's right to direct otherwise.

2. Other Pupils

- a) **Where the parent(s)/guardian(s)** of a student reside in York Region and are not English-language public school supporters except for students referenced in paragraph 3.

In these circumstances, for the student to qualify to attend elementary school within the York Region District School Board, the parent(s)/guardian(s) must file a [notice of change of tax support](#) to designate taxes to English-language public schools.

Should an elementary parent/guardian wish to attend a York Region District School Board school without changing tax support designation, an [Application for Permission to Attend a York Region Public School Form](#) must be completed and approved by the principal and superintendent of schools.

- b) Where the parent(s)/guardian(s) of the student are not residents of York Region in circumstances that may include, but are not limited to, students (other than those referred to in paragraph 3):
 - who apply from another school board;
 - whose parent(s)/guardian(s) may have moved during the school year;
 - who relocate to York Region to participate in a high-level sport, such as, but not limited to, billeting in York Region to play for a sports team; and
 - who are requesting a specialized program in a York Region District School Board school, such as, but not limited to, International Baccalaureate, arts or athletics.

In all situations where non-resident students apply for attendance at a York Region District School Board school, an [Education Services Agreement](#) must be completed in addition to other requirements in this policy. In some instances where parents/guardians reside outside Ontario, fees may be charged. The Education Services Agreement shall appoint an education designate who resides within the York Region District School Board territory and is an English-language public school supporter.

All other students requesting to attend a York Region District School Board school, including, but not limited to, international Visa students and First Nation, Métis and Inuit students who reside on a reserve, must pay fees.

3. Where a student is currently, and/or has been, expelled by another educational system.

Legislative Context

*Education Act
Immigration and Refugee Protection Act (Canada)*

Responsibility

The Board of Trustees is responsible for:

- reviewing the *School Admission* policy in accordance with the priorities in the Trustees' Multi-Year Plan and the approved policy review cycle; and
- understanding and communicating with members of the community about the *School Admission* policy, as required.

The Director of Education is responsible for:

- implementing and operationalizing the *School Admission* policy.

The Associate Directors of Education are responsible for:

- ensuring the implementation of the *School Admission* policy in all service departments and schools.

Superintendents are responsible for:

- ensuring principals are familiar with, and adhere to, the *School Admission* policy.

Principals are responsible for:

- ensuring the implementation of the *School Admission* policy;
- referring students to the Reception Centre and the Admissions Office as appropriate;
- collaborating with superintendents about students who have applied to attend the school, and securing all required documentation; and
- ensuring that school-generated communications are aligned with the *School Admission* policy, including information on the school website.

Community and International Education Services is responsible for:

- ensuring that all required documentation is collected, completed and retained;
- communicating with schools as necessary to facilitate the admission of students; and
- making decisions regarding non-resident students who apply to attend a York Region District School Board school.

Definitions

Parent

A parent is the biological or adoptive parent of a student and who has legal custody of the student.

Guardian

A guardian is a person who has lawful custody of a student, other than the parent of the student.

A parent or guardian may transfer responsibility regarding the care of their child for education purposes to another adult who is a resident of York Region and, in the case of elementary students, an English-language public school supporter. In such cases, the parent must enter into an [Education Services Agreement](#) with the Education Designate.

[Education Services Agreement](#) (ESA)

The ESA is made by the parent(s)/guardian(s) with the Education Designate, giving the Education Designate responsibility for the education of the student. The ESA is to be used any time a student under 18 years of age does not live with a parent(s)/guardian(s) (except where the student is 16 or 17 years of age and has withdrawn from parental control). The ESA is to be used whether or not fees are charged by the Board and is filed in the Ontario Student Record.

Education Designate

The education designate is a person who has received into his or her home a student, other than his or her own child, of compulsory school age in circumstances where the student resides with him or her or is in his or her care. Under the Education Service Agreement, the Education Designate assumes full responsibility for the care and well-being of the student. The student resides with the Education Designate, a York Region resident, during the term of the ESA. The Education Designate is responsible to the Board and the school for the student for educational purposes, including all day-to-day educational decisions.

Student

Student means a person under the age of 21 years and who has not attended one or more secondary schools for a total of seven or more years, or who, after turning 16 years of age, has not attended secondary school for a total of four or more school years beginning after the end of the calendar year in which the person attained the age of 16 years.

Related Policies

[Policy #108.0, Student Accommodation – Attendance Areas and Student Transfers](#)
[Policy #680.0, Student Transportation](#)

Department

Education and Community Services

Policy History

Approved 1986

Revised 1993

Revised 2000

Revised 2001

Revised 2002

Revised 2003

Revised 2007

Working Document May 2013

Revised April 2014

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Board Procedure #163.0

School Admission

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Background

This procedure outlines the roles and responsibilities for implementing the *School Admission* policy.

Parent(s)/guardian(s), education designate(s) are responsible for ensuring the accuracy of all admission documentation. Inaccurate or inadequate documentation, including proof of residency, may result in relocation of the student to another school or the de-admission of a student for non-eligibility.

Application of Procedure

• **Resident Pupils of the Board**

- Students whose parent(s)/guardian(s) reside in York Region and are English-language public school supporters will generally attend their home school as determined by home address and school boundaries, but may be directed by a superintendent to attend another school in exceptional circumstances.
- Space and program availability by school is determined on an annual basis, and once accommodation at schools is no longer available, students may be placed in another school.
- Students must register at their home school.
- Students may be eligible to attend a different school as outlined in *Policy and Procedure #108.0, Student Accommodation – Attendance Areas and Student Transfers*. Decisions regarding transfers are at the discretion of the principal and the superintendent of schools, based on space and program availability. **Transportation is the sole responsibility of parent(s)/guardian(s), and is not provided by the Board should a transfer to another school be approved.**
- The following documentation is required for registration by pupils of the Board.
 - Student Registration Form (Elementary or Secondary).
 - Elementary ESL/ELD Registration Form must be completed or English as a Second Language (ESL)/English Literacy Development (ELD) instruction.
 - Birth Verification of Student, which may include, but is not limited to, birth certificate; statement of birth; birth registration; refugee claimant form; permanent resident card; confirmation of permanent residence (not application for); baptismal certificate; passport; citizenship card; First Nation, Métis, Inuit ancestry; record of landing; substitute registration of birth or adoption; or other Ontario government-sanctioned document approved by the superintendent of schools.
 - Custody/Adoption Documentation.
 - Proof of Residency of the student living with the parent(s)/guardian(s) requires the provision to the Board of two documents, one from each of the categories below showing the home address:
 - **Category A** - notice of tax assessment, current rental/lease agreement, agreement to purchase including proof of purchase provided before the pupil attends the school, or property tax bill, and
 - **Category B** - utility bill, bank statement or other official document.**All exceptions will be handled by the superintendent responsible for the school.**
 - [Education Services Agreement](#) for all students who are Canadian citizens or permanent residents, under 18 residing with someone other than the parent(s)/guardian(s).
 - Sworn affidavit of independence from a court for all students **under** 16 living on their own.
 - A completed [Declaration of Independence form](#) to declare independence from parent(s)/guardian(s) for students who are 16 or 17.

- A copy of a court order confirming ward status, in the case of a legal guardian.
 - A sworn affidavit from the parent or the Educational Designate confirming that the student resides with and is under the care of the Educational Designate...
 - All assessments/report cards/transcripts to assist with placement.
 - Special education documentation, such as, but not limited to, Individual Education Plan (IEP); and Identification, Placement, and Review Committee (IPRC) Statement of Decision.
- **Other Pupils**

a) Non English-Language Public School Supporters

- For students whose parent(s)/guardian(s) reside in York Region and are not English-language public school supporters, they may apply to attend a York Region District School Board school, except in the case of a student who is currently and/or has been expelled by another educational institution.

In these circumstances, for the student to qualify to attend elementary school within the York Region District School Board, the parent/guardian must file a [notice of change of tax support](#) to designate taxes to English-language public schools.

Should an elementary student wish to attend a York Region District School Board school without changing tax support designation, an [Application for Permission to Attend a York Region Public School Form](#) must be completed and approved by the principal and superintendent of schools.

- Admission will be based on space and program availability.
- Home schools are determined by home address and school boundaries.
- Space and program availability by school is determined on an annual basis, and once accommodation at schools is no longer available, students may be placed in another school.
- Students need to register at their home school.
- Students may be eligible to attend a different school as outlined in *Policy and Procedure #108.0, Student Accommodation – Attendance Areas and Student Transfers*. Decisions regarding transfers are at the discretion of the principal and the superintendent of schools, based on space and program availability. **Transportation is the sole responsibility of parent(s)/guardian(s), and is not provided by the Board should a transfer to another school be approved.**
- In the case of students with special education needs, consultation must occur with the Community Education Centre Special Education Coordinator in order to determine an appropriate placement based on space and program availability.
- In addition to all of the documentation required for Resident Pupils of the Board, the following is also required for registration for Other Pupils whose parent(s)/guardian(s) reside in York Region and are not English-language public school supporters.
 - [Application for Direction of School Support form](#) showing public school support must be provided for **all** elementary students (Note: This is not required for secondary students). Parent(s)/guardian(s) must file a notice of change of tax support to designate taxes to English-language public schools if this form is not already on file.
 - [Application for Permission to Attend a York Region Public School Form](#) must be completed.

b) Students from outside York Region in Ontario

- Students whose parent(s)/guardian(s) are not residents of York Region but still reside within Ontario **may** apply to attend a York Region school.
- Admission will be based on space and program availability.
- Decisions regarding admission are at the discretion of the principal and the superintendent of schools.

- In the case of students with special education needs consultation must occur with the Community Education Centre Special Education Coordinator in order to determine the availability of an appropriate placement based on space and program availability.
- Students need to contact their home school to register based on the York Region home address.
- In addition to all of the documentation required for Pupils of the Board, the following may also be required for registration:
 - [Education Services Agreement](#).
 - [Application for Permission to Attend a York Region Public School Form](#).
- For students who are Canadian citizens or permanent residents under 16 and not residing with parent(s)/guardian(s), in addition to all of the documentation required for Pupils of the Board, the following is also required for registration:
 - Guardianship/Custodianship order, Education Services Agreement or Sworn Affidavit of Independence, as applicable.
 - [Application for Permission to Attend a York Region Public School Form](#).
- For students who are Canadian citizens or permanent residents 16 or older and not residing with parent(s)/guardian(s), in addition to all of the documentation required for Pupils of the Board, the following is also required for registration:
 - [Application for Direction of School Support form](#) showing public school support must be provided for **all** elementary students (Note: this is not required for secondary students).
 - [Application for Permission to Attend a York Region Public School Form](#).

*A resident student who loses the right to attend during a school year, owing to parent(s)/guardian(s) taking up residence outside York Region, but within Ontario, will be permitted to continue to attend the school in the former attendance area for the remainder of the school year with the approval of the principal and superintendent of schools. **Transportation, if required, becomes the sole responsibility of the parent(s)/guardian(s), and is not provided by the Board, as outlined in Policy #680.0, Student Transportation.***

c) Students from Outside of Ontario or Living on a First Nation, Métis or Inuit Reserve.

- Students whose parent(s)/guardian(s) do not reside in Ontario or who reside on First Nation, Métis or Inuit Reserve register at the Reception Centre or Admission Office.
- The [Application for Permission to Attend a York Region Public School Form](#) must be completed for all students in this category.
- Other documentation is required depending on the student's status and will be communicated to families through the Reception Centre or Admission Office.
- Fees will be charged for all students attending a York Region District School Board school from outside of Ontario or who live on a First Nation, Métis or Inuit Reserve.
- Proof of First Nation, Métis, Inuit status, as well as a letter from the First Nation Band stating that fees will be paid is required if for students who live on a reserve.
- Study permits may be required for students who do not have Canadian citizenship or permanent resident status.
- Students from outside of Ontario with special education needs must apply to the Reception Centre. A determination on eligibility will be made in consultation with the Superintendent of Student Services.

Admissions Office

This office serves the needs of students from outside York Region applying to study in York Region District School Board schools and in need of a study permit, and whose parent(s)/guardian(s) reside outside of Canada. The Admissions Office, in consultation with Business and Finance Services, also determines whether students qualify for a waiver of tuition fees subject to the Education Act. Once students are accepted to the Board, they are directed to the Reception Centre for assessment.

The following is a list of students who **must** contact the Admissions Office for registration information:

- international students;
- students newly arrived in York Region;
 - students who are born abroad to Canadian citizens,
 - students who are born abroad to a parent who has since become a Canadian citizen,
 - non-Canadian step-children of a Canadian citizen,
 - students under 16 years of age who are Canadian citizens but whose parent(s)/ guardian(s) reside outside of Ontario or Canada,
 - students born abroad to a permanent resident, and
 - non-Canadian step-children of permanent residents;
- children of applicants for permanent resident status from within Canada;
- students who accompany a parent who is a temporary resident with visitor status;
- students who accompany a parent who has a temporary resident permit issued under the *Immigration and Refugee Protection Act*;
- dependents of a temporary resident with a study permit;
- dependents of a temporary resident authorized to teach at an accredited institution in Ontario in accordance with an agreement with a university outside of Ontario; and
- dependents of a temporary resident with authorization to work at a specified religious institution.

Reception Centre

This centre serves all students who qualify as pupils of the board and who are new or returning to Ontario are to be referred to this office.

The following is a list of students who must contact the Reception Centre for registration information:

- students who are permanent residents York Region;
 - refugee claimant students under 16 years of age who are not living with parent(s)/ guardian(s), but with another adult;
 - refugee claimants or dependents who have submitted an application and have not received any documentation from Citizenship and Immigration Canada;
 - convention refugees;
 - dependents of a person awaiting determination of an application for a work permit;
 - dependents of temporary residents with work permits; and
 - dependents of diplomatic or visiting military personnel.
- ***Students Who are Currently and/or Have Been Expelled by Another Educational Institution***
 - A student who is currently and/or has been expelled from another board in Ontario or another educational institution may make application to the Director of Education and, having met the criteria for consideration, be admitted.

Definition

Tuition Fees

Tuition fees means fees required in return for educational services provided and may be requested from any student who is from another province in Canada or from another country. They are payable in advance of student attendance at a York Region District School Board school.

Tuition fees are not required for students in the following circumstances.

- a) A student who is a participant in an educational exchange program under which a student of the Board attends a school outside Canada without a fee.
- b) A student who is a dependant within the meaning of the Visiting Forces Act (Canada).
- c) A student whose parent(s)/guardian(s) are in Canada under a temporary resident permit issued under the Immigration and Refugee Protection Act (Canada) or under a diplomatic, consular or official acceptance issued by the Government of Canada or whose parent/guardian is claiming or has been conferred refugee protection under the Immigration and Refugee Protection Act (Canada).
- d) A student who is awaiting determination of an application for permanent residence in Canada under the Immigration and Refugee Protection Act (Canada) or an application for Canadian citizenship where the student's parent/guardian is a Canadian citizen resident in Ontario.
- e) A student whose parent/guardian is in Canada under a work permit/awaiting the determination of an application for a work permit under the Immigration and Refugee Protection Act (Canada), or is a permanent resident/awaiting determination or permanent residence under the Immigration and Refugee Protection Act (Canada).
- f) A student whose parent/guardian is a religious worker authorized to work in Canada under the Immigration and Refugee Protection Act (Canada).
- g) A student of a parent/guardian who is authorized under the Immigration and Refugee Protection Act (Canada) to study in Canada a full-time student at a university, college or institution in Ontario, or in accordance with an agreement with a university outside Canada to teach at an institution in Ontario.

Responsibilities

The Director shall:

- allocate staff and resources to support the *School Admission* policy; and
- receive applications from students who are currently and/or have been expelled from another board and consider admission of those students to the York Region District School Board.

The Superintendent, Business and Finance (CFO) shall:

- determine tuition fees and ensure they are collected, as outlined in the Education Act;
- ensure Information Technology Services completes tasks associated with the registration of new students; and
- ensuring accounting services are provided for all fee-paying students.

Superintendents shall:

- make decisions regarding students who are not resident pupils of the Board;
- ensure that all staff are aware of registration procedures and documentation requirements for all new students;
- ensure that principals collect, complete and retain the appropriate documentation related to student registration;
- consult with the Superintendent, Business and Finance (CFO) regarding the waiving of fees under special circumstances;
- determine the acceptability of guardianship documents in exceptional circumstances raised by principals;
- determine, in conjunction with principals, the availability of space and program for students applying to attend schools; and
- ensure accommodation is available for students who have been admitted, in consultation with principals and parent(s)/guardian(s), when space and programming is not available at the home school.

The Superintendent of Student Services shall:

- liaise with the Reception Centre regarding students with special education needs who apply to attend a Board school; and
- ensure that Student Service Coordinators are familiar with the *School Admission* policy and procedure.

The Principal shall:

- collect, complete and retain all required documentation for students being admitted, as outlined in the Application of Procedure section;
- determine the acceptability of guardianship documents and in exceptional circumstances, when the eligibility of the documentation is in question, consult with the superintendent of schools;
- ensure that the parent/guardian/education designate is the first point of contact for all educational purposes, including all day-to-day educational decisions;
- ensure that parent(s)/guardian(s) are aware that in situations where students are assigned to an education designate, the education designate becomes the sole first contact for all school and student-related issues;
- direct all students new to Ontario to the Reception Centre, including returning residents (Canadian and Permanent Residents) who are away from Ontario for more than six months;
- refer any parent(s)/guardian(s)/students about whom there is a question or concern regarding documentation to the Admissions Office;
- consult with the superintendent if there is a question or concern regarding guardianship;
- ensure the Identification, Placement and Review Committee (IPRC) process is complete before registering students with special education needs;
- refer students 21 years of age or older to Community and International Education Services;
- refer students who have been expelled by another school board or institution to the Director's Office; and
- complete the [Student Retirement Form](#) for all students leaving the school, and inform the Admissions Office of the retirement of any international or fee-paying student.

The Reception Centre shall:

- provide support to schools with regard to questions that may arise;
- approve for registration and admission all students new to Ontario or who have been away from Ontario for more than six months;
- assess students for English literacy and mathematical literacy as required, using tools aligned with current Board practices;
- direct the student to register at their home school after the required documentation has been verified and send the documentation to the school;
- connect students and families with settlement workers and/or cultural community liaisons where appropriate;
- consult with the superintendent regarding complex issues;
- refer students who are 21 years of age or older to Community and International Education Services for Adult Day School;
- monitor, in consultation with the principals, the expiry date of all time-sensitive documents; and
- refer students with expired documents to the Admissions Office.

The Admissions Office shall:

- provide support to schools with regard to questions that may arise;
- approve for registration and admission of all international students, students under 16 whose parent(s)/guardian(s) are Canadian citizens or permanent residents and reside outside Ontario, and students claiming eligibility according to the provisions of the Education Act;

- ensure the completion of required documents for students not living with a parent/guardian;
- collect tuition fees in advance of attendance for students who are enrolled as international or non-resident students;
- for international students, issue a Letter of Acceptance after;
 - the student's academic record has been examined,
 - the student has paid the required tuition fees and provided proof of mandatory medical insurance coverage, and
 - the appropriate superintendent has determined space and program availability;
- for non-resident students under 16, issue a Letter of Acceptance after;
 - Canadian citizenship or permanent resident status has been verified, and
 - the student has paid in advance the required tuition fees, if applicable;
- direct students to the Reception Centre for assessment;
- regularly reconcile revenues received with Business and Finance Services;
- send a list of all the students accepted by the Admissions Office to Business and Finance Services and Information Technology Services in October and March every year;
- monitor and follow up on the expiry of all time-sensitive documents, in consultation with the Reception Centre;
- obtain approval from the superintendent of schools, in consultation with the Superintendent, Business and Finance (CFO), regarding the waiving of fees under special circumstances; and
- consult with the superintendent regarding complex admissions issues.

Parent(s)/Guardian(s)/Education Designates/Student(s) who have withdrawn from parental control shall:

- read the *School Admission* policy and procedure and understand which category of student applies to their individual situation;
- submit all appropriate and accurate documentation, as outlined in the admission/status requirements in the School Admission procedure;
- contact one of the following, as appropriate, if they have any questions or concerns about the admission process;
 - Resident Pupils of the Board – home school,
 - Other Pupils who reside in York Region who are non-English language public school supporters – home school,
 - Other Pupils who reside outside of York Region – Admissions Office or Reception Centre (see definitions of Admissions Office and Reception Centre for further information), and
 - Students Expelled from Another Educational Institution – Director's Office;
- be aware that the identified parent(s)/guardian(s)/education designate will be the school's first point of contact for any school related matters, including, but not limited to, report cards, attendance, behaviour issues, emergencies, permissions and programming decisions; and
- recognize that they are responsible for ensuring the accuracy of all admission documentation and that the provision of any inaccurate or inadequate documentation may result in a student being relocated to another school.

Related Procedures

[Procedure #108.0, Student Accommodation – Attendance Areas and Student Transfers](#)
[Procedure #680.0, Student Transportation](#)

Procedure History

Approved 2003
 Revised 2007
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