

Administrative Procedure 300

ADMISSION OF STUDENTS

Background

The mandate of the Division is to provide a Catholic education for all resident students of the Division appropriate to their educational requirements. As well, nonresident students who express a desire to avail themselves of such an educational program will be enrolled provided that adequate resources are available. All students are expected to participate in the religious life of the school at least to the level of being respectfully attentive.

Not only does this reflect the requirements of the Education Act but also that of the Congregation for Catholic Education.

"The Catholic school fulfills a service of public usefulness and, although clearly and decidedly configured in the perspective of the Catholic faith, is not reserved to Catholics only, but is open to all those who appreciate and share its qualified educational project."

(The Catholic School on the Threshold of the Third Millennium).

Each principal or other personnel designated by the Chief Superintendent is responsible for admitting students to the Division in accordance with the Administrative Procedures of the Division.

Definitions

A resident student of the Division is one who:

- Is a Catholic; or
- Has at least one parent who is a Catholic (e.g., in situations where, by court order, custody is granted to a non-Catholic parent or the Catholic parent has died and the child has not been registered in a Catholic school, then the child would be deemed to be a resident student); or
- Under the authority of the Child, Youth and Family Enhancement Act, has been placed in a foster home where the foster parent is resident of the Division;

and

- Resides within the corporate limits of the City of Edmonton;
- Is six years of age or older on or before December 31 of the current school year;
- Is nineteen years of age or younger as of September 1 of the current school year;
- In the case of a kindergarten student, is 5 years of age or older on or before December 31 of the current school year.

Students who do not comply with the conditions outlined above are considered nonresident students.

Registration:

A student being admitted or enrolled to the Division.

Transfer:

A student that is currently registered/enrolled with the Division and moves from one school to another.

Procedures

New Registrations in the Division

1. A principal is required to register all resident students residing within the school's catchment area. Where space and resources permit, other resident students, or non-resident students new to the Division may be admitted to a particular school.
2. Resident Students
 - 2.1 To establish residency, a declaration by the parent or child of being of the Catholic faith is sufficient. A baptismal certificate may be requested for sacramental preparation.
 - 2.2 Any student who fulfills the residency requirements of the Division and moves from a jurisdiction outside the geographic boundaries of the Division may register at the school in their attendance area. If the appropriate program is not available in that school, the receiving school may facilitate a placement in a school offering a program compatible with the student's needs.
3. Nonresident Students
 - 3.1 Nonresident students will be admitted to the Division subject to the following:
 - 3.1.1 Parent(s) of nonresident students acknowledge that their children will participate in the religious education courses and celebrations that combine to make a Catholic Christian environment in the school;
 - 3.1.2 The Principal determines that the school has sufficient facilities and resources to serve the student; and
 - 3.1.3 In the case of students who have identified special programming needs, that arrangements are made with the student's resident Board for financial sponsorship.
4. New students to the Division will therefore be registered in the following order:
 - 4.1 Resident students in catchment area;
 - 4.2 Resident students residing outside the catchment area;
 - 4.3 Non-resident students residing within the catchment area; and
 - 4.4 Non-resident students residing outside the catchment area.
5. Students in Division Special Education Classes
 - 5.1 All placements of students in Division special education classes are facilitated through the Superintendent, Learning Services.
 - 5.2 All placements of students in special education programs are subject to review annually.

6. Suspended/Expelled Students

- 6.1 Students who are suspended or expelled from schools within or outside of the Division will not be permitted to register in a school within the Division until the suspension/expulsion has been resolved.

7. Student Transfers within the Division

- 7.1 Any student who fulfills the residency requirements of the Division may transfer to the school in their attendance area. If the appropriate program is not available in that school, the receiving school may facilitate a placement in a school offering a program compatible with the student's needs.
- 7.2 Any student who has been registered in one of the Division schools during the current year and changes residence may transfer to the school in their new attendance area if it provides a compatible program. Otherwise, the student may choose to complete the year at the original school, or the receiving school may facilitate a placement in a school offering a program compatible with the student's needs.
- 7.3 Once a nonresident student has been admitted to the Division, the Division accepts the responsibility for the student's education and placement in a school until such time he/she voluntarily withdraws or is expelled from the Division.
- 7.4 Once a nonresident student has been admitted to the Division, he/she may transfer to their designated Catholic school for the transition years (grade 6 to 7 and 9 to 10).

8. Home Education

- 8.1 The Division requires parents to register their son/daughter in one of the Division schools prior to enrolling in a home education program. Only registered students of the Division or students designated by the Minister shall be accepted for registration as home education students.

9. Educational Services Agreement

The Division has an agreement with Enoch Cree Nation which gives Catholic students living within the boundaries of Enoch Cree Nation the opportunity to be registered in the Division. The agreement provides that the Division offers and supplies educational services to Catholic students from Enoch Cree Nation, subject to the provisions of the *Education Act*, and our Administrative Procedures.

Students from Enoch Cree Nation who are not Catholic may attend schools within the Division, again subject to the provisions of the *Education Act*, and our Administrative Procedures. The agreement in place with Enoch Cree Nation does not obligate the Division to register non-Catholic students from Enoch Cree Nation.

According to Administrative Procedure 305 – School Attendance Areas, students from the Enoch Cree Nation attendance area should have designated schools like the other school attendance areas within the Division. The following are designated schools for Catholic students from Enoch Cree Nation:

- Elementary students to Annunciation, St Benedict, St. Justin, St. Martha and Our Lady of Victories.
- Junior high students to H. E. Beriault, St. Thomas More and St. Rose.
- Senior high students to St. Oscar Romero and St. Francis Xavier.

Parents/legal guardians would select one of these schools. Registration would follow the same procedure as we follow with any other student in the school attendance area.

Adopted: April 3, 2000

Reviewed/Revised March 22, 2002, June 12, 2002, November 19, 2002, February 28, 2005, March 15, 2005, December 4, 2012, June 30, 2017, August 30, 2017, November 10, 2018, September 3, 2020

Reference: Section 3, 4, 7, 8, 9, 10, 11, 16, 20, 21, 33, 51-54, 57, 60, 197 Education Act