



**ADMINISTRATIVE POLICY No. 403**

IMPLEMENTATION JANUARY 2007

ADMISSION OF STUDENTS

Prairie Spirit School Division provides the children and parents of the school division learning opportunities within the context of the Board's vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years, but not yet attained the age of twenty-two years, have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the division, or in Board-approved schools or institutions outside the Board's jurisdiction.

The Board may provide programs and services to persons beyond those required by provincial legislation.

**PROCEDURES**

**1. Resident Students**

- a. The principal is responsible for the admission of students who reside in the attendance area of their assigned school.
- b. Requests for admission to schools from students living outside the normal attendance area are to be submitted to the Director of Education or designate for approval.
- c. If students require special programming, the school attended is to be designated by the Director of Education or designate.
- d. Resident adults who are, or exceed twenty-two years of age, may enroll in schools of the division with the approval of the Director of Education.

## **2. Kindergarten and Grade One**

- a. Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.
- b. Children who meet Saskatchewan Learning criteria for a student with a designated disability may enter a school-based preschool program at an earlier age, provided the Director of Education has approved such an admission.
- c. Children who are six years of age as of December 31 of the school year are to be admitted to grade one.

## **3. Non-Resident Students**

- a. Saskatchewan students, who are non-residents of Prairie Spirit School Division may be admitted subject to the following conditions:
  - i. The student or Saskatchewan school division wishing to enroll a student in Prairie Spirit School Division makes application for admission to the Director of Education or designate.
  - ii. Space, material and appropriate staffing are available to accommodate the student.
  - iii. Tuition fees are charged as outlined in the Regulations to *The Education Act, 1995*.
  - iv. The non-resident student, or the sending school division pays a tuition fee of 100% of the computed amount including any additional fees for special education services.
- b. Exchange students may be admitted subject to the following conditions:
  - i. The Director of Education or designate approves the request for admission.
  - ii. Exchange students who are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
  - iii. Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.

- iv. A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade twelve.
  - v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.
- c. Foreign students may be admitted subject to the following conditions:
- i. Students request admission in accordance with Prairie Spirit School Division requirements and directions as detailed in the document, *Admission of Foreign Students*.
  - ii. Applications are completely processed and returned to the Director of Education or designate by March 15 for enrolment in September. Applications received after March 15 are to be considered for enrolment in February.
  - iii. Appropriate fees are paid when all documentation has been received and the application approved by the Director of Education or designate.
  - iv. Students who last attended school in a country other than Canada may, prior to admission to a school in the division, be required by the school principal to have their previous educational standing evaluated by Saskatchewan Learning.
  - v. Best placement is considered to be age appropriate.

#### **4. Transfers from Other Jurisdictions**

- a. A child who has attended kindergarten or grade one in another school division during the current school year and who does not meet the admission requirements of the Board is to be admitted at the level to which he or she was entitled by the sending Board.
- b. All other students entering the school division are to be admitted and placed provisionally at the level to which they were entitled by their sending Board.

- c. Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.

**5. Documentation**

- a. Principals are required to collect, assess, and record information required for the admission of students to schools.
- b. It is the responsibility of parents or guardians of students to provide information required by the principal.

**6. School Attendance and Transfers**

See Appendix A – Prairie Spirit School Division School Attendance and Transfer Protocol

**Policy 403, Admission of Students  
Appendix A**



**Prairie Spirit School Division  
School Attendance and Transfer Protocol**

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The Board of Education recognizes its authority under the Education Act to determine the attendance areas for each school and to assign students to particular schools. The Board of Education recognizes that schools play a significant role in the life of every student and that students often develop life-long attachments to schools attended, and that the influence of school affects the larger school community. The Board therefore fulfills its responsibility for establishing school attendance boundaries in a manner which is fair for students and their families and which, in bringing together various neighborhoods, promote a strong sense of community and continuity.

**A. School Attendance Boundaries**

The Board of Education encourages parents to enroll their child/children at the school within the catchment area in which they reside. The belief that students should attend the school in their attendance area is based on the following:

- A commitment to support community by fostering an attitude of supporting all schools as offering high quality educational programming.
- A commitment to stabilizing and balancing attendance areas, boundaries, and other factors that affect the learning climate.
- To maintain and achieve best program continuity, allocation of staff, and transportation costs to enhance community stability.
- To support families in keeping siblings together in the same elementary school.

**B. Review of School Attendance Boundaries**

The Board of Education is committed to re-examine its attendance boundaries on a regular basis. The Board considers the following in determining attendance areas:

- efficiencies in bus and walk zones
- the capacity of the school and the school site
- concentration of population and projected student growth and/or decline
- the location and proximity of adjacent schools

Prior to effecting a revision to school attendance areas, parents or guardians will be notified of proposed revision and be provided the opportunity to respond prior to consideration by the Board.

In the event that school boundaries are changed, an effort will be made to phase in any changes by allowing the following:

- Students who are currently attending a school will receive exceptional status allowing the continuation of school attendance to the school in which they attend. As well, other siblings entering school for the first time will be allowed to attend the same school in order to keep families together.
- Students new to the attendance area boundary change will attend the school according to the new attendance boundary.

### **C. Request for Out-of Attendance Area**

The Board of Education believes that it is important to maintain the relationships between residential location and school catchment areas. Collaborative decision making between school personnel and parents/guardians is valued. Therefore, in order to support families and schools in a consistent and fair manner, there is a commitment to the following process.

The application process for requesting attendance at an out-of-attendance area school is as follows:

1. Parents or guardians contact school administration of the school in the family's attendance area and a meeting is held to discuss reasons for the request.
2. In the event that the request is still desired, parents or guardians will provide a written request to the Prairie Spirit Family of Schools Superintendent (FOSS). This written application must specifically outline reasons for the request.
3. The FOSS considers the application and determines feasibility of the request.

General transfers may be granted if:

- i. an educational, financial, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.

- ii. there is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.
- iii. attendance at another school in the division is more accessible to the parent's place of work or to the location of child care.
- iv. there is space within the established class. Maximum student enrolment limits are valued by the Board, thus requests made within a school year will not exceed the limits.
- v. transportation is the responsibility of the family. When a family requests attendance at a school out of their attendance area, then the transportation is the responsibility of the family. Families are given the opportunity to have their child/children meet the bus at an existing approved bus stop within the requested attendance area. These arrangements for meeting the bus would be made by the parent and the family of the approved stop would need to give permission. These arrangements are made in consultation with the conveyance supervisor.

Specific transfers that are recommended by the school division are granted if:

- i. students request out-of-attendance area school for French Immersion programming. The required application form for French Immersion must be completed.
- ii. transportation shall be provided by the Board of Education when Prairie Spirit administration determine the student's educational needs can be more adequately addressed in a school other than the family's assigned school. (For example, French Immersion).
- iii. in the event that tuition fees are applicable, these fees will be paid to the Board of Education on a regular basis.

General transfers may not be granted if:

- i. there is no space available in the grade level or classes at the school in which the student desires to be enrolled.
- ii. there are no appropriate educational programs or services available to improve the student's condition as stated in the request for transfer.
- iii. the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
- iv. the admittance of out-of-attendance students will result in more staff than otherwise would be allocated.
- v. application for request has not followed the outlined procedure.

4. The attendance area FOSS works collaboratively with the FOSS of the out-of-attendance area school and the out-of-attendance area school administration.
5. The attendance area FOSS will contact the parents or guardians regarding the outcome of the request.
6. The attendance area FOSS will provide written approval of the transfer to the parents/guardians.
7. Once accepted into the new school, wherever possible, placement shall be continuous as long as space remains available.
8. In the event that the request is denied, the parents or guardians may appeal in writing to the Director of Education.
9. A final appeal may be made to the Board of Education.
10. In the event that the process of application or appeal is not followed at any time, all parties will reinforce the commitment to the outlined protocol.

#### **D. Other considerations**

1. Relocating during the school year:
  - i. A student who moves outside the attendance area, but remains within the Prairie Spirit School Division, will be not be required to apply for out-of-attendance area status. The student will be permitted to complete the grade within the school where the grade began.
  - ii. In the event a transfer during the school year is requested, in consultation with the student and his/her parents or guardians, an appropriate date of transfer, to their catchment area school, up to the end of the current school year will be determined. This decision will be based on what is in the best educational interests of the student.
  - iii. The in-school administration will contact the FOSS and notify them of the situation.
  - iv. In the beginning of the new academic year, if the student requests to remain at the out-of-attendance area school, the complete request for transfer must be followed.



2. Students who reside outside of their home:
  - i. Where students do not reside in a home with their parent or legal guardian, the school division will require detailed information from the parent and legal guardian regarding the circumstances surrounding the student's residency, and regarding the identity of the responsible adults to be contacted for the purpose of day to day school decisions.
  
3. Request for the new school year:
  - i. Although parents are encouraged to enroll children in the school within their catchment area, the Board recognizes that requests for out-of-area attendance will occur. Therefore in order to assist the school division achieve the best program continuity and allocation of staff, the Board encourages and appreciates when parents are able to make such transfer requests for the upcoming new school year prior to March 31<sup>st</sup>.
  
4. Request for attendance to center programs:
  - i. The Board of Education believes that it is important to offer a variety of educational opportunities for students. Therefore, the Prairie Spirit School Division offers several center programs. Student enrolments to these programs follow an attendance process whereby the school team and senior administration approve the enrolment.
  - ii. The Board of Education believes that students with diverse needs are often able to remain within their home communities. Therefore, after the completion of attendance in one of the center programs, students are strongly encouraged to return to the school in their attendance area.