



Administrative Procedures Memorandum

#: APA001

Admission of Students, Capping of Schools for Enrolment Purposes and Fees in Lieu of Taxes/Funding

DATE OF ISSUE: January 17, 2000
Revised: August 2002, December 2009, January 3, 2011; January 24, 2012

MEMO TO: Principals; Vice Principals; Planning and Priorities

FROM: Director of Education

PURPOSE

The Waterloo Catholic District School Board is committed to serving the children of eligible Roman Catholic School Supporters.

REFERENCES

The Education Act and Regulations
Property Tax Assessment and School Admissions Manual

FORMS

Form APA001-01 Application for Out-of-Boundary/Region

COMMENTS AND GUIDELINES

The Board will admit to its schools students who are eligible under the Acts and Regulations of the Province of Ontario and live in a residence assessed for Catholic District School Board Support within the jurisdiction of the Board. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted under the criteria as outlined in this policy.

DEFINITIONS USED IN THIS AP MEMO

1. **“Roman Catholic”** is defined as one “in union with the See of Rome”.
2. **Non-Catholic:** refers to students who would be ineligible to attend a Waterloo Catholic school because their parent(s) / guardian(s) are not Roman Catholic and cannot direct their tax support to the Board. (The exception is outlined in #11 (d) below).
3. **Resident Student** refers to a student who lives within the Region of Waterloo and their parent/guardian can direct their property taxes in support of the Waterloo Catholic District School Board. In this regard at least one of the parents/guardians must be Roman Catholic. [This category includes refugees who have been admitted to Canada].

4. **Non-resident Student:** refers to students who
 - (a) live outside the Region of Waterloo, or
 - (b) are VISA students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or
 - (c) are from another province
5. **Home School:** refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.
6. **Application:** refers to the annual out of boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren).

PROCEDURES FOR ADMISSION

7. The Director of Education shall develop admission procedures consistent with The Education Act and Regulations.
8. The age of admission for all students, without exception, will conform to the provisions of The Education Act (Compulsory Attendance, Kindergarten, and Junior Kindergarten).
9. Eligible students must provide documentation that they are Roman Catholic; i.e.: A valid Roman Catholic baptismal certificate and their parent/guardian must provide evidence that their property taxes are directed to the Waterloo Catholic District School Board. At admission time, the parent/guardian will need to complete the appropriate "***Direction of School Support***" forms and the school will forward the forms to the Senior Manager of Capital Planning.
10. If the eligible student cannot provide a Roman Catholic baptismal certificate then the parent(s)/guardian(s) must provide documentation that they are Roman Catholic; i.e.: A Roman Catholic baptismal certificate.
11. **Admission of students whose parents are ineligible to direct their tax support to the Board.**
 - a) The admission of open access secondary school students will comply with the provisions of The Education Act and Regulations.
 - b) Foreign students who have a legal right to attend an elementary or secondary school in Canada will be admitted upon payment of a fee calculated in accordance with The Education Act and Regulations. Arrangements for the payment of fees must be made in advance, before attendance begins in each school year. The fee will apply to the date of admission and will apply to the time the student is on the school's register. Should the student retire from the school, and not attend another publicly funded school in Ontario, Immigration Canada will be informed and the fee advanced will be adjusted accordingly. Any refund due will be paid to the individual who paid the fee on behalf of the student.
 - c) Out-of-province students and students of parents living on tax exempt land will be charged a fee in accordance with The Education Act and Regulations. The method of payment and conditions outlined in #11 (b) above will apply, with modifications, for out-of-province students and individuals living on tax exempt land.

- d) An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Catholic District School Board Support, who would otherwise be admitted – that is, both parent(s)/guardian(s) are non-Roman Catholic - may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a baptized Roman Catholic.
- e) Students who are sponsored for a reciprocal exchange may be admitted to a school operated by the Board if documentation is presented as evidence that the students are sponsored through a recognized organization or service club. Admission will be in accordance with current Ministry of Education guidelines.

C) Guidelines for CAPPED Elementary Schools:

1. The guidelines outlined in section “D” of this memo do not apply to a school that has been capped because of enrolment. **Where a school has been declared capped for enrolment purposes, NO out-of-boundary students are to be admitted.** Even when enrolment in a particular class could handle an additional student, out of boundary students will not be accepted since it is not just the circumstance of the individual classroom but pressures on the over-all building and its facilities.
2. The following schools have been designated as closed to out of boundary/out of region admissions or registrations because of capping. (Note: schools added to the list for the next school year are indicated by date following the school name).

St David Family	Resurrection Family	St. Mary Family	St. Benedict Family	Monsignor Doyle Family
St. Luke (09/2001)	St. Nicholas (09/2003)	John Sweeney (09/2003) Pope John Paul II (01/2012)	Our Lady of Fatima (09/2006)	Holy Spirit (01/2011) St. Vincent de Paul (01/2012)

3. Principals of capped schools are to advise the entire school community that the school is closed to out of boundary students. During the annual process of sharing information about all secondary schools in the Region with all grade 8 students in the Region, Grade 8 students and their parent(s)/guardian(s) will be referred to administrative memorandum, APA003, “Secondary School Boundaries/Secondary Out-of-Boundary Admissions/Secondary Out of Region Admissions/Secondary Enrolment Capping” for information on attendance at the Board’s secondary schools.
4. Students, who currently attend a school but move outside of the catchment area during the school year, are considered out of boundary and should not be admitted. They may finish the current school year, but they are not to be re-admitted the following year if they are still out-of-boundary. These students are responsible for their own transportation during the portion of the year they are out-of-boundary.
5. **Schools designated as closed to out of boundary students may only register and accept students of Catholic District School Board supporters who live within the boundary of the school.** Students must not be allowed to begin attending a school on the premise that they can attend until an appeal is considered.
6. Parents/legal guardians wishing to appeal may do so in writing to the Family of Schools supervisory officer. If the Principal has followed the direction outlined in this AP memorandum the result of the appeal will be no admission of the out-of-boundary student to the capped school.

D) Guidelines for Non-Capped Elementary Schools: (The assumption is that the student has the right to attend as outlined in this AP memorandum).

1. Under normal circumstances a student will attend the school that is in the same jurisdiction as the student's parent or legal guardian's residential address. This is the student's *home school*.
2. The exception to the normal circumstance is where the student does not live within the school boundary but receives care from a care provider who does live within the boundary of the school and space in the school is available. Transportation will be provided from the caregiver's to the school and back to the caregiver's home so long as the caregiver's location entitles the student to transportation. No transportation will be provided from the caregiver to the school to the student's residence if the student's residence is outside of the school's boundaries.
3. Where a student resides in one school jurisdiction (their *home school*), does not receive care from a caregiver in the school jurisdiction and seeks admission to the school, the decision to admit is at the discretion of the receiving principal. The parent has to complete the form acknowledging the parent's responsibility to provide transportation. There also has to be a determination on the principal's part of desirability of admission and a determination that space is available to accommodate the admission. Consequently, the principal should check with the principal of the student's *home school* to ensure that there are legitimate reasons for requesting the out-of-boundary admission. Prior to determining whether to admit or not, the Principal may wish to consult with the Family of Schools Supervisory Officer if there is a concern over available space.

Parents should understand that:

- admission of out-of-boundary students is an annual process.
- an application form must be completed annually.
- out-of-boundary students will not be permitted to walk from an 'out-of-boundary' location to an 'in-boundary' location to obtain transportation.

E) Factors Affecting Schools in which a Day Care Centre is Located

Principals of schools where a Day Care Centre is located in the school will receive a copy of this AP Memorandum to pass on to and to clarify with the Day Care Centre located in the school. Day Care Centres should clearly understand that their day care children only have the right to attend the school in which the Day Care is located if the criteria outlined in this AP memorandum are met. Consequently, if the school is capped, only those day care students who have a right to attend and whose parent or legal guardian's residential address is within the boundaries of the school will be admitted to the school. Children attending a day care in a capped school and whose parent or legal guardian's residential address is outside of the boundaries of the capped school are out-of-boundary and will not be admitted to the capped school.

Principals of capped schools with Day Care situated in the school should clarify with the Day Care provider that this information is being passed on to potential Day Care users when parents or legal guardians are seeking admission to the Day Care. If the parent or legal guardian has an inquiry about registration in the school, Day Care staff should refer the parent or legal guardian to the principal.

APPLICATION FOR OUT-OF-BOUNDARY/REGION
ELEMENTARY SCHOOL ADMISSION

PARENT/GUARDIAN MAKING APPLICATION: _____

HOME ADDRESS: _____

Postal Code: _____

Home Phone #: _____ Work Phone #: _____

NAME OF HOME/BOUNDARY ELEMENTARY SCHOOL: _____

I hereby apply to register my child/children in: _____
(Out-of Boundary Elementary school)

STUDENT NAME: _____ Grade: _____ Age: _____

STUDENT NAME: _____ Grade: _____ Age: _____

STUDENT NAME: _____ Grade: _____ Age: _____

STUDENT NAME: _____ Grade: _____ Age: _____

Please check: [] Original Application [] Extension

The above request is made for the following reason(s): _____

I understand that:

- I. If approval is granted, it is given only for the current academic school year, and,
II. If approval is granted, an extension must be requested for each following school year.
III. Annual approval must be granted in June of each year.
IV. Grade 8 students wishing to attend a Catholic secondary school must attend the designated secondary school within their residence boundary.
V. If approval is granted, it is my responsibility to provide transportation.

PARENT'S/LEGAL GUARDIAN'S SIGNATURE: _____

OFFICE USE ONLY

Principal's Decision: [] Approved [] Denied

Summary of Reason Supporting the Decision: _____

Receiving Principal's Signature _____ Date _____

This information is collected under the authority of The Education Act, and is protected under the Municipal Freedom of Information and Protection of Privacy Act. It will be used for the purpose of responding to your request for an out of boundary admission. Questions about the collection of this information should be directed to the principal of the school.

Copy: Receiving Principal Principal of Home School Superintendent

Re: AP Memo APA 001

At-a-Glance – Admission of All Students (including students who are referred to the Newcomer Centre)

School Secretary Action	Principal Action
<p>Gathers documentation to determine learner’s eligibility according to WCDSB admission criteria. Provides Registration Package.</p>	<p>Meets with family who is unable to meet the admission criteria, or is unable to provide appropriate documentation</p>
<ul style="list-style-type: none"> • Verify documentation <ul style="list-style-type: none"> ○ Proof of age – <i>Birth Certificate, Passport</i> ○ Legal guardianship – <i>Custodial documents</i> ○ Proof of immigration status in Canada – <i>appropriate entrance Visa from Canada Citizenship & Immigration</i> ○ **Proof of Catholicity (elementary) – <i>Baptismal Certificate of child (or baptismal certificate of the parent if the child is not baptized)</i> ○ Proof of parent(s)/guardian’s resident status – <i>Application for Direction of School Support</i> and where applicable, <i>Catholic School Assessment Lease</i> ○ Proof of immunization – <i>immunization card, record</i> ○ Health Insurance (optional) ○ Completed “confirmation of pupil eligibility for ELL funding. • Direct families to principal if unable to provide required documentation <p>**Other activities**</p> <ul style="list-style-type: none"> • Request previous school records • Ensure all appropriate documents are included in previous school records <p>***Other activities re: Newcomer Referrals***</p> <ul style="list-style-type: none"> • Process the registration and provide the family with a letter – signed by the Principal – to take to the Newcomer Centre that the student has been admitted to the school. • Place student in age-appropriate grade • Make appointment for family at Newcomer Reception Centre – 743-3328 	<ul style="list-style-type: none"> ○ Meet with family and explain board policy if the family is non-Catholic and unable to direct their taxes to the Waterloo Catholic District School Board. These families should be referred to the local public school. ○ Meet with RC family (<i>elementary</i>) that is unable to provide proof of RC baptism; that is, there is no baptismal certificate for the student nor for the parent yet the family claims to be Roman Catholic. Indicate to the family that they need to contact Dave Bennett, Senior Manager of Capital Planning to initiate process to liaise with appropriate authorities to acquire proof of baptism/determine catholicity. The student is <u>not admitted</u> until the proper documentation has been received through Dave Bennett, Senior Manager of Capital Planning.
<p>Role of the Senior Manager, Capital Planning</p>	
<ul style="list-style-type: none"> ○ implement the admission criteria, in accordance with Ontario Education Act. and Board Policy ○ monitor all special admissions. ○ provide support and direction to school personnel when they encounter difficulty processing an admission /registration. ○ ensure that the admitting process is adhered to. 	<ul style="list-style-type: none"> ○ clarify all aspects of special admissions issues where required by school personnel or the general public, i.e. visa type/status, baptismal certificates or custodial documents. ○ interpret documents in dispute and advise accordingly liaise with appropriate authorities to acquire related information

Family/Student Status

<p>Visas</p> <ul style="list-style-type: none"> • New Immigrant/P.R. (Permanent Resident) – <i>Record of Landing IM 1000, 5292 or PR Card</i> • Refugee – <i>Consideration of Eligibility IM442</i> • Employment Permit – <i>IM1442</i> • Study Permit – <i>IMM 1442</i> • Minister’s Permit – <i>Special Document</i> 	<ul style="list-style-type: none"> • Graduate Student attending university or college with accompanying family – <i>Study Permit with accompanying children recorded</i> • Minor child without a Study Permit • Eligible family awaiting P.R. determination – <i>CIC Letter of Eligibility</i> 	<ul style="list-style-type: none"> • Visitor – <i>Passport entry</i> • Family unlawfully in Canada - <i>expired visa</i> • Reciprocal exchange – <i>Study Permit IMM 1442 or Visitor Visa</i> • Visiting Cleric with accompanying family – <i>Visitor Visa</i> 	<p>Note:</p> <ul style="list-style-type: none"> • For clarification of visa types contact Admissions & Assessment ext. 2352 <p>Other</p> <ul style="list-style-type: none"> • Student transferring from another WCDSB School • Students entering from outside WCDSB
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