



Policy n° 2014-TS-04:	Enrolment Criteria
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Revised: On an as need basis	Resolution n°	CC-141210-TS-0080 CC-161214-TS-0043 CC-171213-TS-0058
Origin:	School Organization & Transportation	

1.0 PREAMBLE

The present policy determines the procedures of the enrolment criteria for the youth sector of the Sir Wilfrid Laurier School Board.

2.0 OBJECTIVES

This policy aims to:

- Outline procedures to admit students;
- Outline procedures to register students;
- Outline procedures to transfer students.

3.0 REFERENCES

The present policy is established with respect to the following documents:

- Education Act;
- Regulation Respecting Departure from the List of Subjects of the Basic School Regulation for Pre-School, Elementary and Secondary School Education;
- Basic School Regulation.

4.0 DEFINITIONS

Admission: Authorization to be registered in a school of the Sir Wilfrid Laurier School Board.

Attendance Zone: Geographical catchment area serviced by a school.

Compulsory Transfer: Forced transfer of student(s) to a school.

Interboard Agreement: Agreement between school boards.

In Zone Student: Student living in the attendance zone.

International Student: Student from outside Quebec or Canada that registers to study in a school board and is not subsidized by the MEES.

MEES: Ministère de l'Éducation et de l'Enseignement supérieur.

Out of Zone (OOZ) Student:	Student attending a school outside their attendance zone.
Parent and/or Guardian:	Legal guardian or person having legal parental authority.
Registration Period:	Period to register new students at the SWLSB.
Re-Registration Period:	Period to register students currently attending the SWLSB.
School Capacity:	The maximum number of students that a school can serve taking into account the physical constraints of the available space as per the MEES requirements.
Sibling:	Children who have legal status as siblings such as: children who have a common mother and/or father; children who have been legally adopted; children who are under legal guardianship and are living in the same attendance zone.
Special Project:	Programs available to students who fall under specific criteria.
SWLSB:	Sir Wilfrid Laurier School Board.
Voluntary Transfer:	Student transfer done following parental/guardian acceptance.
Weighted Class Size:	Number of students per class determined after class ratio was applied and value was given to students according to the MEES.

5.0 ADMISSION

5.1 Age

The schools under the jurisdiction of the SWLSB will accept requests for admission for students who have attained the age of admission as defined by the Education Act (at least 5 years of age as of September 30th or who have obtained an exemption from the age requirement).

5.2 Eligibility

Students of the SWLSB must have obtained a certificate of eligibility for English language education or a provisional acceptance certificate (avis provisoire) granted by the MEES prior to their first day of school. Students with a Temporary Stay Certificate of Eligibility must be renewed prior to the expiration of the certificate.

International students are required to pay for schooling in Quebec and must contact the SWLSB (International Student Program).

6.0 REGISTRATION

6.1 Official Re-Registration and Registration Periods

All students attending or joining the SWLSB must complete a re-registration or registration form. The official registration period will be:

- Re-registrations: Begins the last Monday of January of each year for a period of five consecutive calendar days.
- Registrations: Begins the first full week of February until the end of that month.

Any student re-registering or registering after this official period will be considered on a first-come first-served basis subject to school capacity as determined by the school board.

6.2 Enrolment Priority Order ⁽¹⁾

“Every student, or the student’s parents if the student is not of full age, shall have the right to choose, every year, the school that best reflects their preferences from among the schools of the school board whose jurisdiction the student comes under that provide services to which the student is entitled.

The exercise of the right to choose a school is subordinate to the enrolment criteria established pursuant to section 239 where the number of applications for enrolment in a school exceeds the school’s capacity, and, in the case of a school with a special project or a school having a regional or provincial role, subordinate to the enrolment criteria established by the school board pursuant to section 240 or 468.

The exercise of the right does not entail the right to require transportation services where the transportation services required for the student concerned exceed the limits established by the school board.” (Reference taken from the Education Act, article 4)

Students shall be registered in a school of the SWLSB in the following priority order, according to the school capacity and the space available at each grade level (weighted class size):

ZONE	ORDER	CRITERIA
IN ZONE	6.2.1	Student currently attending the school
	6.2.2	Sibling (1) currently attending SWLSB of student currently attending the school
	6.2.3	Student currently attending a school of the SWLSB
	6.2.4	Sibling (1) (New to SWLSB) of student currently attending the school
	6.2.5	New student (without siblings) to SWLSB
OUT OF ZONE	6.2.6	Student currently attending the school “Renewed OoZ”
	6.2.7	Student currently attending SWLSB residing on the territory of the SWLSB
	6.2.8	Sibling (1) (New to SWLSB) of student currently attending the school on the SWLSB territory
	6.2.9	New student residing on the territory of the SWLSB.
INTERBOARD AGREEMENT (Out of SWLSB territory)	6.2.10	Student currently attending the school from outside the SWLSB territory “Renewed interboard agreement”
	6.2.11	New student from outside the SWLSB territory “New interboard agreement”
	6.2.12	International students

- (1) The sibling clauses will apply for siblings living in the same attendance zone.

6.3 Tie Breaker

In the event of a tie for any criteria described in section 6.2 above, the decision to allot the remaining space will be made by the impartial mechanism of selection of names for compulsory transfers.

6.4 Special Projects

In schools where special projects have been approved, students will need to meet the program requirements where they exist.

6.5 Documents

Upon re-registration and registration into a SWLSB school, registrants are required to complete a form that will include an attestation requiring the parent or guardian to provide all supporting documents needed for registration and that these documents are accurate or attest to the accuracy of the information already indicated on the form. These documents include but, are not restricted to:

- Two original proofs of residence (accepted proof of residency documents are: deed of purchase of residential property, home or car insurance policy, municipal or school tax notice, invoice from an energy or internet company (heating, electricity, cable), income tax notice of assessment, governmental document with address);
- Certificate of eligibility or the Application for Eligibility Form, duly completed. (The long version birth certificate is required).

7.0 TRANSFERS

7.1 Out of Zone

Parents may choose to send their child(ren) to an out of zone school knowing that this is an annual process and that transportation is their responsibility. The parent must register at their zoned school and complete a registration form as well as an out of zone request. Parents should be informed that a decision based on the enrolment criteria will be rendered on or before May 31st of each year. If their first request is refused, parents may request a second review which will be conducted on or before the third week of August. Parents will be advised accordingly if spaces become available at that time.

Out of zone students will be considered as per the enrolment priority order as well as school capacity as determined by the school board

Students who have been refused admission to a requested out of zone school will be registered at their attendance zoned school.

7.2 Interboard Agreement

An interboard agreement (hereinafter the "Agreement") form is required for all requests concerning students residing on or outside the SWLSB territory.

It is the responsibility of the parents to request an "Agreement" from the school board which has jurisdiction over their child.

A request for an "Agreement" will only be considered when the form is completed in full and if a reasonable explanation for the request is provided.

The authorization of the request is not automatic and may be refused if, for example, there is insufficient space or programs are not available or other reasons as determined by the school board. Furthermore, the Sir Wilfrid Laurier School Board personnel will not complete recommendation forms and/or letters of recommendation for its students to attend any other public school board.

The "Agreement" is valid once approved by both school boards and is good for one year only. A request for renewal must be made annually.

7.3 Voluntary Transfer

When a school goes over capacity, prior to applying the criteria described in section 6.2, the School Board will ask for voluntary transfer to another school. Transportation will be made available to those opting for voluntary transfer only for the year the student is transferred to that school. If space becomes available in the in-zone school the following year, the student will return to that school unless they apply for an out of zone status without transportation services.

7.4 Compulsory Transfer

Following the process outlined in section 7.3, should a school still be over capacity, the School Board will apply the criteria as described in section 6.2. The students in excess will be registered in another school. Transportation will be made available to compulsory transferred students only for the year the student is transferred to that school. If space becomes available in the in-zone school the following year, the student will return to that school unless they apply for an out of zone status without transportation services.

8.0 FINAL PROVISIONS

8.1 Transportation Services

Transportation to a school will be provided in accordance with the SWLSB Transportation Policy to students who reside within a school attendance zone established by the school board.

8.2 Policy Renewal

The present policy comes into force on the day of its adoption by the Council of Commissioners and will be reviewed on a needs basis.