



Policy n° 2014-TS-04:	Enrolment Criteria
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Origin:	School Organization & Transportation	

1.0 PREAMBLE

The Sir Wilfrid Laurier School Board is committed to the enrolment of all students eligible for English education in its territory in accordance with the Education Act.

The present policy outlines the procedure 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 school attendance zone

International Student: Student from outside of 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/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 accommodate taking into account the physical constraints of the available space as per the MEES parameters.
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 Programs:	Programs available to students who fall under specific criteria
SWLSB:	Sir Wilfrid Laurier School Board
Voluntary Transfer:	Student transfer done following acceptance of parent/guardian
Weighted Class Size:	Number of students per class determined after class ratio is applied and value is 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.

For Kindergarten: At least 5 years of age as of September 30th or who have obtained an exemption from the age requirement

For Pre-Kindergarten: At least 4 years of age as of September 30th. Pre-Kindergarten is only offered in selected schools as per the criteria determined by the MEES

5.2 Eligibility

Students of the SWLSB must obtain 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 apply for a renewal 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 Registration and Re-Registration Periods

New students to SWLSB must register in person by completing a hard copy of the registration form which is available at schools or the school board head office.

Students who are currently attending the SWLSB must re-register online using the Mozaik Parent Portal.

- Registration period: Begins the **last full week** of January until the end of February.
- Re-registration period: Begins the **last full week** of January until the end of January.

Any student registering or re-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

Every student, or the student's parent/guardian 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, or exceeds the school's grade-level 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: Education Act, section 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, residing within the school's attendance zone(s)
	6.2.2	Sibling of student attending the school, residing within the school's attendance zone(s)
	6.2.3	Returning student residing within the school's attendance zone(s)
	6.2.4	New student to SWLSB residing within the school's attendance zone(s)

OUT-OF-ZONE	6.2.5	Student currently attending the school with an OOZ status (renewal of OOZ)
	6.2.6	Sibling of student currently attending the school with an OOZ status (new OOZ request)
	6.2.7	Student currently attending another school of the SWLSB, residing on the territory of the SWLSB (new OOZ request)
	6.2.8	New student to SWLSB, residing on the territory of the SWLSB (new OOZ request)
INTERBOARD AGREEMENT (Out of SWLSB territory)	6.2.9	Student currently attending a school from outside the SWLSB territory (renewal of Interboard Agreement)
	6.2.10	New student to SWLSB from outside the SWLSB territory (new Interboard Agreement request)
	6.2.11	International students

Note: 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 Maximum Capacity of School(s)

In the event that a school has reached its maximum capacity, a student may be asked to register in a neighboring school or a school within a shared attendance zone. The decision to transfer a student to the other school will be made by the impartial mechanism of selection of names for compulsory transfer if voluntary transfers are not sufficient.

6.5 Special Programs

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

6.6 Special Project School (240 school)

By way of exception, at the request of a group of parents and after consulting with the parents' committee, a school board may, with the approval of the MEES, establish a special project school, as per article 240 of the Education Act.

The school board may determine the criteria for the enrolment of students in a special project school.

Examination or tests may be used as enrolment criteria for a special project school.

6.7 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 (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 and space available in grade level 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 parent/guardian 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.

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.

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