

## ADMISSION OF STUDENTS

### Background

All persons who are six (6) years of age, but not yet twenty-two (22) years of age have the right to attend a school in a 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 Division. In most cases this instruction will be provided in the school that is situated within the attendance area in which the student lives, but may be provided in another school in the division, or in Board-approved schools or institutions outside the division's jurisdiction – see Administrative Procedure 305.

The Division may provide programs and services to Division students beyond those required by provincial legislation.

The Director or designate shall be responsible for the general supervision of student admission to schools.

### Procedures

#### 1. Resident Students

- 1.1 The principal shall normally be responsible for the decision on the admission of students to schools in their school attendance area; such decisions may be made throughout the school year. Students from outside the school's designated attendance area will not be enrolled until permission has been granted by the Director or designate.
- 1.2 Principals shall be authorized to assess, collect, and record such information as is required for the admission of students to school. Furthermore, it shall be the responsibility of the parent/guardian to submit information as may be required by the principal. When a student enrolls in a Northwest School Division school for the first time, the principal shall require the student to submit documentation verifying age. The following documents may be used:
  - Birth Certificate
  - Passport
  - Saskatchewan Health Services Card or equivalent
- 1.3 Proof of Canadian citizenship or legal immigrant status; if the student last attended a school outside Canada.

## 2. Early Entrance

Children who are between the ages of three and five and are classified as a student with intensive needs, according to Ministry of Education guidelines, may be enrolled in school-based programming provided the following conditions are met:

- 2.1 Medication and/or other professional assessments have been conducted and are available to the Superintendent of Student Services.
- 2.2 The superintendent responsible for student support services approves the enrolment request.
- 2.3 Placement is determined by Student Support Services team in collaboration with the principal.
- 2.4 An Inclusion and Intervention Plan will be developed by a collaborative team.
- 2.5 Parents assume responsibility for the transportation of the child to and from school, unless otherwise approved by the Director.

## 3. PreKindergarten

PreKindergarten is a targeted program available in designated schools for three and four year old children. The PreKindergarten application process follows.

- 3.1 Application forms may be submitted for children who are three or four years old.
- 3.2 Space may be limited in PreKindergarten programs. A school-based selection committee prioritizes the enrolment of children. From the submitted applications, children may be selected to begin PreKindergarten following their third birthday.
- 3.3 A continual entry policy permits new children to enter PreKindergarten when openings occur during the school year.

## 4. Kindergarten and Grade One

- 4.1 Children who are at least five (5) years of age as of December 31 of the school year may be admitted to kindergarten.
- 4.2 Children who are at least six (6) years of age as of December 31 of the school year are to be admitted to grade one.

## 5. Transfers from Other Jurisdictions

The Director will be directly involved in the following and make final determination of:

- 5.1 A kindergarten child who does not meet Division admission requirements.
- 5.2 A student whose previous placement varies with Division protocols for placement.

## 6. Documentation

The Division requires documentation for the final admission of a student within the Division.

### 6.1 From Within Division

6.1.1 A report card shall accompany the student.

6.1.2 Cumulative files which include test results, psychological, medical or speech reports will be sent when requested by the Principal of the receiving school.

6.1.3 Where circumstances warrant and with the awareness of the Director, arrangements can be made to have site visits between personnel from the sending and receiving schools.

6.1.4 Receiving schools may arrange meetings with the parent(s)/guardian(s) and student as soon as practical to facilitate a smooth transition.

### 6.2 From Outside Division

6.2.1 A report card shall accompany the student.

6.2.2 Upon receiving a written request for a student's file from the receiving Principal, signed by the parent, records will be released to qualified personnel of the receiving school.

6.2.3 Where circumstances warrant and with the awareness of the Director, arrangements can be made to have site visits between personnel from the sending and receiving schools and may also include personnel from other agencies involved.

7. In special circumstances, an intake meeting may occur prior to admission to insure that the school is prepared to meet the needs of the child when they arrive.

8. Secondary students who last attended school in another country, prior to admission to the school, will be required by the principal to have their previous educational standing evaluated by Ministry of Education. Foreign exchange students may be exempt from this provision.

Reference: Sections 2, 85, 87, 141, 142, 145, 169, 173, 175, 186 Education Act  
The School Division Administration Regulations 45, 49

Approved: \_\_\_\_\_