

## **ADMISSION OF STUDENTS TO SCHOOLS**

### **Background**

The Division makes educational programs available to resident students who are of legal age to attend school.

### **Procedures**

1. Every person who has attained the age of six years but has not attained the age of 22 years has the right to attend school in the Division in which he/she resides and to receive instruction appropriate to his/her age and level of educational achievement. Furthermore, no school official shall deprive or attempt to deprive a student of access to services approved and provided by the Division.
2. Children who are five years of age as of December 31 of the school year may be admitted to Kindergarten.
3. The Director or designate shall be responsible for the general supervision of student admission to schools.
4. In case of dispute over the admission of a student to a particular program, the Director or designate will determine the program to which the student shall be admitted.
5. Where a student enrolls in a school for the first time, except students from other Division schools, the principal shall require the student to submit the following:
  - 5.1 Documentation verifying age
    - 5.1.1 The following documents may be used:
      - Certificate of Birth,
      - Baptismal Certificate,
      - Passport, and
      - Saskatchewan Health Services Card or equivalent.
  - 5.2 Documentation verifying guardianship if the student resides with an adult(s) other than parents.
  - 5.3 Proof of Canadian citizenship or legal immigrant status; if the student last attended a school outside Canada.

Normally, verification of age is provided at the time of registration; however, such proof of age must be submitted not later than six weeks following the student's registration.

6. 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.
7. Principals shall be authorized to assess, collect, and record such information as required for the admission of students to school. Furthermore, it shall be the responsibility of students to submit such information as may be required by the principal.
8. To enroll a student from outside their school attendance area, the following procedure is required:
  - 8.1 The request for permission to enroll the student shall be directed through the principal to the Director or designate as follows:
    - 8.1.1 Family is advised to complete the online registration or a manual package
    - 8.1.2 The application is submitted to the Superintendent of the school of preferred attendance.
    - 8.1.3 The Superintendent will:
      - 8.1.3.1 Contact the parent/guardian making the request to ensure they have given consideration to have their child(ren) attend the designated school
      - 8.1.3.2 Contact the Principals of the designated school and receiving school to gather pertinent information.
      - 8.1.3.3 Assess the application taking into consideration the following:
        - Size of class to receive transfer
        - Reasons for the request
        - Attendance record
        - Ability to provide program needs; and
        - Transportation services.
    - 8.1.4 The application is approved or denied by the Superintendent with a copy of the letter to the family making the request and the Principals of the receiving and designated schools.
9. Students who last attended school outside Saskatchewan or who last attended a non-accredited school in Saskatchewan shall have their educational standing evaluated prior to grade placement.
10. For students placed in a school by the Ministries of Social Services or Justice or for students with intensive needs, an intake meeting shall occur prior to admission to

ensure that the school is prepared to meet the needs of the child when he/she arrives.

11. 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.

Legal Reference: Section 85, 141, 142, 145, 156 Education Act

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