

ADMISSIONS OF STUDENTS

Background

Prairie South School Division provides the children and parents of the school division learning opportunities within the context of the Board's vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years, but not yet attained the age of 22 years, have the right to attend a school in a school 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 Board. This instruction may be provided in the schools of the Division, or in Board-approved schools or institutions outside the Board's jurisdiction.

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

Procedures

1. Resident Students

- 1.1 The principal is responsible for the admission of students who reside in the catchment area of their assigned school.
- 1.2 Requests for admission to schools from students living outside the normal catchment area are to be submitted to the principal.
- 1.3 If students require special programming, the school attended is to be designated by the Director of Education.
- 1.4 Resident adults who are, or exceed 22 years of age, may enroll in schools of the Division with the approval of the Director of Education.

2. Kindergarten and Grade One

- 2.1 Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.
- 2.2 Children who meet Ministry of Education criteria for a student with a designated disability may enter a school-division early learning program no earlier than the age of three, provided the Director of Education has approved such an admission.
- 2.3 Children who are six years of age as of December 31 of the school year are to be admitted to grade one.

3. Non-Resident Students

- 3.1 Saskatchewan students, who are non-residents of Prairie South School Division may be admitted subject to the following conditions:
 - 3.1.1 The student or Saskatchewan school division wishing to enroll a student in Prairie South School Division makes application for admission to the Director of Education.
 - 3.1.2 Space, material and appropriate staffing are available to accommodate the student.
 - 3.1.3 Registration fees may be charged for online courses.
- 3.2 Exchange students may be admitted subject to the following conditions:
 - 3.2.1 The Director of Education approves the request for admission.
 - 3.2.2 Exchange students who are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
 - 3.2.3 Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.
 - 3.2.4 A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade 12.
 - 3.2.5 An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.
- 3.3 International students may be admitted subject to the following conditions:
 - 3.3.1 Students request admission in accordance with Prairie South School Division requirements and directions.
 - 3.3.2 Applications are completely processed and returned to the Director of Education by March 15 for enrolment in September. Applications received after March 15 are to be considered for enrolment in February.
 - 3.3.3 Appropriate fees are paid when all documentation has been received and the application approved by the Director of Education.
 - 3.3.4 Students who last attended school in a country other than Canada may, prior to admission to a school in the Division, be required by the school principal to have their previous educational standing evaluated by Ministry of Education.

4. Transfers from Other Jurisdictions

- 4.1 A child who has attended kindergarten or grade one in another school division during the current school year and who does not meet the admission requirements of the Division is to be admitted at the level to which he or she was entitled by the sending Division.
- 4.2 Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.

5. Documentation

- 5.1 Principals are required to collect, assess, and record information required for the admission of students to schools.
- 5.2 It is the responsibility of parents or guardians of students to provide information required by the principal.

6. Transfers within the Division

6.1 Transfer Request Form and Boundary Exemption Request Form Process:

School Start Up

- 6.1.1 The parents or guardians fill out a **Boundary Exemption Form** that specifically outlines reasons for the request. The following process is followed for a Boundary Exemption Request:

Although there is one form for Rural and Urban Boundary Exemption Requests, there are different processes and responsibilities involved in each one.

6.1.1.1 Urban (Moose Jaw only):

- 6.1.1.1.1 Principal signs the boundary exemption form and sends it to their Superintendent. Principal cannot accept students into the school until the form is approved by the Superintendent.
- 6.1.1.1.2 Superintendent signs the form.
- 6.1.1.1.3 Superintendent signs confirmation letter.
- 6.1.1.1.4 Reception mails the letter, enters info into database, files a copy of letter.
- 6.1.1.1.5 No transportation is involved.

- 6.1.1.2 Rural (Catchment area changes from Rural to Rural and Rural to Moose Jaw):
 - 6.1.1.2.1 Principal signs the boundary exemption form and sends it to their Superintendent.
 - 6.1.1.2.2 Principal gives the parent the transportation request form.
 - 6.1.1.2.3 Parent sends the transportation request form to conveyance supervisor.
 - 6.1.1.2.4 Superintendent confirms with conveyance supervisor regarding transportation before signing boundary exemption form.
 - 6.1.1.2.5 If transportation is confirmed, the Superintendent signs the boundary request form.
 - 6.1.1.2.6 Superintendent scans and emails a copy of the signed form to conveyance supervisor for records.
 - 6.1.1.2.7 Superintendent signs confirmation letter.
 - 6.1.1.2.8 Reception mails the letter, enters info into database, files a copy of letter.

Mid-Year

- 6.1.2 Parents or guardians contact school administration of the school in the family's attendance area and a meeting is held to discuss reasons for the request.
- 6.1.3 In the event that the request is still desired, parents or guardians may request a meeting with the Superintendent of Operations to discuss the transfer. The Superintendent of Operations will either approve or deny the request.
- 6.1.4 If approved, the Superintendent of Operations will contact the administration of the receiving school and confirm the transfer.
- 6.1.5 Parents/guardians complete and submit a Boundary Exemption form at the receiving school.
- 6.2 Superintendents Responsibilities:
 - 6.2.1 Contact Transportation Manager prior to approving the boundary exemption form.
 - 6.2.2 Review exemption form and school situation prior to signing.
- 6.3 Principal Responsibilities:
 - 6.3.1 Ensure they have space in their school prior to signing the exemption form.

- 6.3.2 Give the parent the Transportation Request form in Rural instances.
- 6.3.3 Communicate to the parent that the boundary exemption is not final until a confirmation letter is received from the school division/area Superintendent.

Prairie South Schools operate as an open boundary school system allowing parents to register students in any of the Division's schools. There are circumstances when approval for transfer to a school outside of the student's catchment area may not be approved.

6.4 Transfers may not be granted if:

- 6.4.1 The school is at 100% enrolment capacity. If childcare is in the area of the out of catchment school transfer will be considered.
- 6.4.2 There is no space available in the grade level or classes at the school in which the student desires to be enrolled.
- 6.4.3 There are no appropriate educational programs or services available to improve the student's condition as stated in the request for transfer.
- 6.4.4 The student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
- 6.4.5 The admittance of out-of-attendance students will result in more staff than otherwise would be allocated.

6.5 Appeal Process

- 6.5.1 In the event that the request is denied, the parents or guardians may appeal in writing to the Director of Education. A final appeal may be made to the Board of Education.

Reference: Sections 2, 85, 87, 141, 142, 145, 156, 169, 171, 173, 175 Education Act
Section 20 Education Regulations
Child and Family Services Act

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