

## **ADMISSION OF STUDENTS**

### **Background**

The Division recognizes the importance of encouraging individual abilities and therefore provides for students to be admitted to school in a manner and at an age that best meets their individual needs.

### **Procedures**

1. Parents/guardians are expected to register their children at their attendance area school as per AP 305. The principal at a non-attendance area school receiving a registration request will direct the parents/guardians back to their designated school.
2. Parents/guardians must complete an online registration located on the Division Website for admission to any school.
  - 2.1. Registration and/or confirmation of information must be received from the parent, independent student or student over the age of eighteen (18), each year of attendance.
3. Parents/Guardians who wish to enroll a student that is new to the district must adhere to the following:
  - Intake appointment - an intake appointment is required for new students. School administration will contact parents accordingly.
  - Completed Registration Form
  - Proof of the student's age and legal name. Documents accepted are birth certificates, adoption certificates, student authorization visas, Canadian citizenship papers, passports, or permanent landed immigrant/residence documentation.
  - Proof of guardianship/parentship
  - Notification of special medical conditions or medications for the student.
  - Proof of Residence: Includes lease/rental/mortgage documents, tax notice, power, or cable bill. Further documents may be required based on the situation.
  - Home and business telephone numbers of parents or legal guardians.
  - Name and address of student's previous school(s) for students coming from another school division.
4. Students will be admitted into Division schools in accordance with the Education Act and subsequent Alberta Regulations, Alberta Education Policies, Board policy, and Administrative Procedures.
  - 4.1. In order to enter a Kindergarten program, children must to be at least 5 years of age by December 31 of the school year they enter.
  - 4.2. A child who attains the age of six (6) years by September 1 must attend school, in accordance with Section 7 of the Education Act.
  - 4.3. A child who becomes six (6) years of age after September 1 may be admitted to Grade 1 in September of that year upon the recommendation of school personnel and in consultation with the parents.

- 4.4. A child transferring to the Division from another school authority will normally be placed at the level they were at in the school authority they left. This placement will be changed only if it is clearly inconsistent with the child's needs or if it is not age appropriate as defined in Administrative Procedure 210 Appendix - Ages for Funding Eligibility in ECS Programs Depending upon Status of Child.
- 4.5. Proof of age will be submitted at the time of first registration in the Division.
- 4.6. There is an expectation that all students will complete high school within three (3) years of completing Grade 9. Students who wish to enroll for an additional year or years will be accommodated at the Division Learning Connection.
  - 4.6.1. On an exceptional basis and with the approval of the Principal, a student with extenuating medical conditions or personal circumstances may be enrolled for a fourth year in a Division high school.
5. Students residing outside of Division boundaries may register in Division schools providing the following criteria are met:
  - 5.1. The Division has the space and resources to provide an adequate educational program for the student.
6. Students with diverse needs or special circumstances will be admitted into Division schools in accordance with Board policies and Administrative Procedures.
  - 6.1. A child eligible for Program Unit Funding who is between two (2) years, eight (8) months four (4) years and eight (8) months by September 1, who has been assessed and diagnosed with a severe disability or severe language delay, may be admitted to a Junior Kindergarten program upon the request of the child's parents.
  - 6.2. A student who is nineteen (19) years of age or older on September 1 of a year may register at an Outreach School.
  - 6.3. A student who resides outside of the Division may be registered in a GYPSD school subject to the payment of tuition fees as permitted by the Education Act and specified in Division Administrative Procedure 301 – Non-Resident Student Tuition Agreements and Fees.
7. Parents may appeal decisions made about the admission of their child.
  - 7.1. Parents may appeal any admission decision to the Superintendent in accordance with Administrative Procedure 390 – Appeals Concerning Student Matters.

Reference: Section 3,4,7,8,9,11,16,21,32,33,52,53,197,222 Education Act  
Canadian Charter of Rights and Freedoms

Approved: November 2005

Amended: March 3, 2010; November 5, 2014; March 21, 2018; July 1, 2018, September 23, 2018;  
April 30, 2020, January 22, 2024