



<b>SECTION:</b>	<b>Student Management and Welfare</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Attendance Areas/Right to Attend</b>	<b>February 2, 1970</b>
<b>POLICY NAME:</b>	<b>Admission of Students to Wellington Catholic Schools</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.SMW.B.1</b>	<b>December 3, 2007</b>

1. GENERAL ADMISSIONS PROCEDURES

1.1 Definitions:

- a) A separate school supporter is a Roman Catholic, who is shown as an English-language Roman Catholic board supporter on the school support list, as prepared by the assessment commissioner under section 16 of the Assessment Act
- b) A resident is someone who lives in Wellington County.
- c) A parent is deemed to include a legal guardian.

1.2 A list of all registered students and appropriate assessment data will be forwarded to each school by the Board's Assessment Office at the beginning of the school year. This list will be verified and returned to the Assessment Office no later than September 30th. This list will be updated monthly by the principal and forwarded to the Assessment Office with regular month-end reports.

1.3 The principal, upon receipt of the "Direction of School Support" Forms that have been signed by parents will forward such forms to the Assessment Office immediately.

1.4 The principal will contact the Assessment Office for approval prior to admitting a resident student who has non-resident parents.

1.5 Students with landed immigrant status are registered in the same way as any other resident admission.

1.6 Foreign students who qualify under the Education Act Section 49(7) and 49.1 have a legal right to attend an elementary or secondary school in Ontario and will be admitted upon payment of a fee calculated in accordance with the Education Act and Regulations. Arrangements for the payment of fees must be made in advance

1.7 A student who is a Ward of the Children's Aid Society and/or the Catholic Children's Aid Society and/or Family and Children's Services may be admitted when:

- a) the student is Roman Catholic and this can be verified by appropriate documentation.
- b) a letter indicating the child's status as a ward has been given to the principal. This letter will be filed in the documentation file of the student's OSR Card.
- c) a facsimile of the letter, will be forwarded by the principal to the appropriate Superintendent and the Assessment Office for fee processing.

## 2. ELEMENTARY SCHOOLS: DIRECT ADMISSION, REQUEST TO ATTEND, ATTENDANCE AREAS

- 2.1 A Catholic student can be admitted to a school directly when separate school support is confirmed by the principal through the Board's Assessment Office. If the parent/legal guardian is not supporting the separate system but is eligible to do so, the principal will ask the parent to complete and sign a "Direction of School Support Form" prior to admitting the student. This will allow the student to be admitted immediately.
- 2.2 A Catholic student, whose parent or legal guardian is unable to direct his/her tax support to the Wellington Catholic District School Board, may be admitted to a school at the discretion of the Director. A letter from the parent/legal guardian requesting permission to attend will be forwarded to the Director. Upon receipt of the request the Director may approve, or deny the admission of the student.
- 2.3 A student who is not baptized in the Roman or Eastern Rite, but whose parent or legal guardian is able to direct his/her tax support to the Wellington Catholic District School Board, will be admitted to a school when:
- the parent/legal guardian declares a wish for a Catholic education for his/her child.
  - the parent provides evidence that his/her tax support has been directed to the Wellington Catholic District School Board.
  - the parent has contacted the appropriate pastor and made the necessary arrangements for the child to be received into the Catholic Church through Baptism.
- The parent will be informed that until the sacrament of Baptism is received the student is required to participate in all school curriculum, program functions and activities with the exception of reception of the sacraments.
- 2.4 A non-Catholic student may be admitted by the Director when:
- confirmation is provided by the appropriate pastor that the child and /or parent is receiving instruction in the Roman Catholic Faith or
  - The reasons for requesting a Catholic education are deemed sincere and faith based. Supporting references from clergy of other faiths should be included.
- 2.5 Notwithstanding the above, a non catholic student may only be admitted when sufficient accommodation is available in the school that the student will attend. The student's admission will not negatively impact the aggregate school, family of schools (JK/SK), or system average class size (e.g.: additional staff and/or classrooms are not required).
- 2.6 A request made by a parent for admission of a student to an elementary school outside of the student's attendance area will be considered according to the Board's policy on School Attendance Areas (P.SMW.B.2) for children of separate school supporters.

## 3. SECONDARY SCHOOLS: ADMISSION CONDITIONS AND ATTENDANCE AREAS

- 3.1 A principal may admit a student to a secondary school after the following conditions have been met:
- the student is a Canadian citizen, a landed immigrant or is otherwise legally entitled to attend school in Canada,
  - school support is directed **to** the Wellington Catholic District School Board or the Upper Grand District School Board,
  - the Board policy with regards to boundaries and attendance areas has been followed,
  - the student is of legal age to attend school,
  - the student is a resident of Wellington County,
  - the student has been promoted from an elementary school or where not promoted, the principal of the school the student wishes to attend is satisfied that the student is competent to undertake the work at hand, and
  - the Board's Assessment Office has been notified of the intended registration.
- 3.2 A request for admission to a secondary school outside of the student's attendance area should be considered according to the Board's policy on Attendance Areas. (P.SMW.B.2)

- 3.3 Separate school supporters whose children attend public high schools have a legal right to maintain their separate school support and should be encouraged to do so.
- 3.4 All students admitted to our secondary schools, including open access students, are required to participate in all school curriculum activities with the exception of the reception of the sacraments for non-Catholic students.

4. REFUSAL OF ADMISSION

- 4.1 Public school supporters who wish to register children in the secondary schools of the Wellington Catholic District School Board may be refused admittance when:
  - a) the school has reached its maximum enrolment allowed,
  - b) the school does not offer the program(s) the student wants to study,
  - c) the student has received a full expulsion
  - d) the public system is on strike.
  - e) the student's presence will present a safety risk for other students.
- 4.2 Catholic students may be refused admittance to either an elementary or secondary school within the jurisdiction of the Board when:
  - a) the parents of the student refuse to direct taxes to the Wellington Catholic District School Board.
  - b) the student has received a full expulsion.
  - c) the student's presence will present a safety risk for other students