

ADMISSION OF STUDENTS TO SCHOOL AND SCHOOL CHOICE

Background

All persons of school age who are residents within the boundaries of the District, and whose parents/guardian(s) are ordinarily residents in British Columbia, are entitled to enroll in an educational program provided by the District. Such students will be provided free of charge with the services and materials set out in section 82(1) of the *School Act*.

School age in the *School Act* is defined as the age between the date on which a person is permitted to enroll in an educational program (the first day of September of a school year if, on or before December 31, the person will have reached the age of 5 years) and the end of the school year in which the person attains the age of 19 years. In addition, the *School Act* makes provision for a parent to defer the enrolment of their child until the first school day of September of the next school year and states that a person shall attend school until age 16 but is of school age until the end of the school year when they attain 19 years.

Definitions

Available Space

The physical capacity, resources, staffing, or educational programs available or planned for a school as defined by the District.

Catchment Area

A geographical area around a school that includes part or all of the District. Catchment areas are established by the Board.

Catchment School

The school within whose catchment boundaries a student normally resides.

Catchment Student

A person of school age who is a resident in the catchment area of the school.

Continuing Catchment

A catchment student who attended the school in the previous school year.

Continuing Non-Catchment

A non-catchment student who attended the school in the previous school year.

Continuing Non-District

A non-District student who attended the school in the previous school year.

Continuing Student

A person of school age in attendance at the school during the previous school year.

Cross Boundary Applicant

A school age student or child applying to attend a non-catchment school. The Cross Boundary application process is for the regular school program.

Cross Boundary Late Transfer Applicant

A school age student or child applying to attend a non-catchment school after the cross boundary application deadline.

District Programs

Elementary and Secondary programs to which students apply for enrolment.

District Student

A person of school age who is resident in the geographical area served by the District.

Enrollment

When the school gives permission for the student to attend and enters them into the school's register.

International Student/Out of Province Student

A student who is not a resident in BC and pays fees to attend a District school.

Late Catchment Applicant

A newly arrived student or child applying to attend their catchment school after the second Friday in June.

Learning Services Student Support Programs

Special Education Programs, Alternative Programs, and Alternate Inter-Agency Programs.

New Kindergarten Catchment Cohort

Catchment students entering Kindergarten for the first time.

Newly Arrived Student

A catchment student who applies to attend a District school as the result of:

- A change of primary residence of the parent/guardian whether moving into Vancouver from another school District, province, country, or moving within the area served by the District,
- A first time Kindergarten student,
- Entering the District from home schooling or an independent school.

Non-catchment Student

A person of school age who is a resident in the school District but not a resident in the catchment area of the school.

Non-District Student

A person of school age who is a resident in British Columbia but not a resident in the school District.

Parent

A parent or person who has guardianship of the student, unless under an agreement or order under the Family Law Act that person does not have parental responsibilities in relation to the student's education; or a person who usually has the care and control of the student.

Place of Residence

Legal address of the dwelling in which the parent or guardian maintains their home and where the student ordinarily resides. For the purpose of enrollment, a student's residency is determined as of the submission date of the application to enroll.

Placed Student

A student enrolled by the District at a non-catchment school due to insufficient available space.

Registration

The completion and submission of an application for enrollment in a school.

Resident in BC

A student is considered a resident in BC if the student is ordinarily a resident in BC; that is, they have established a home where they customarily reside and maintain an ongoing physical presence.

Secondary French Immersion Catchment

Secondary French Immersion Catchments are geographical areas of the District used to determine placement of students in Secondary French Immersion programs.

Sibling Priority

Applicants with 'sibling priority' are prioritized for placement over applicants who do not have sibling priority in the following instances:

- Catchment applications to enroll in kindergarten received during the priority registration period (between Nov 1 and Jan 31).
- Cross-boundary applications.
- Elementary District Program applications

In order for sibling priority to be applicable the following conditions apply:

- An older sibling must already be attending the same program at the same location where their younger sibling is applying to attend.
- An older sibling must be attending the same program in the same location concurrently with their younger sibling.
- The address of the principle residence for both siblings must be the same.

Sibling priority is not applicable to the specific enrolment application processes listed below:

- Catchment applications to enroll in kindergarten received after the priority registration period (after January 31).
- Catchment applications to enroll for grades 1-12 students.
- Secondary District Program applications.

Procedures

1. Student Registration Requirements

- 1.1 It is expected that the parent will personally attend when registering a student in the District. The following original documents must be presented at the time of registration:
 - 1.1.1 Proof of British Columbia residency
 - 1.1.2 The original birth certificate of the child
 - 1.1.3 Applicable Immigration/Citizenship/Permanent Resident Documentation
 - 1.1.4 Immunization Records if available
 - 1.1.5 Most recent report card if available
- 1.2 A person's residency is the residency of the person as of the date of submission of the application for enrollment at the school for which the application was made.
- 1.3 The first date a student may register at their catchment school for the next school year is November 1.
- 1.4 Registration does not guarantee enrollment at the school where the registration is submitted.
- 1.5 Prior to making a request to attend a non-catchment school, through the cross boundary or cross boundary late transfer application process, a student must first be registered at their English Catchment School.

2. Student Admission, Cross Boundary and Cross Boundary Late Transfer Timeline

Student Admission, Cross Boundary and Cross Boundary Late Transfer Timeline	
Date	Event/Process
November 1	Registration Process Opens
January 31	Deadline for Kindergarten Registration to be eligible for Kindergarten Choice Program Draw
January 31	Deadline for K-Registration to be eligible for Catchment Kindergarten Enrollment Draw if required
January 31	Deadline for District to designate a school as 'full' and therefore not accept cross boundary applications
January 31	Priority application deadline for Grade One Choice programs. Sibling priority does not apply after January 31.
First Monday in February	Cross boundary application process opens
Last Friday in February	Deadline for submission of cross boundary applications
First Monday in March	Cross boundary late transfer application process opens
By March 31	School District will communicate whether the cross boundary application has been accepted, denied, or wait-listed.

Second Friday in June	Deadline for priority enrollment of newly arrived catchment students at their catchment school
Second Friday in June	Deadline for submission of late transfer applications
First Friday After School Opening	Date by which student is removed from school register if they have not yet attended and the school has received no prior communication from the parent/guardian
September 30	Cross boundary and cross boundary late transfer application waitlists for current school year dissolved

3. Determination of Available Space

- 3.1 Determination of available space at schools will include consideration of the following factors:
 - 3.1.1 Operating capacity of the school as determined by the District
 - 3.1.2 Staff assigned to a school by the District
 - 3.1.3 Facilities available to operate specific educational programs
 - 3.1.4 The ability of the school to provide appropriate educational programs for the applicant and other students
 - 3.1.5 The needs of District programs located in the school
- 3.2 Schools will be organized to provide space for a new catchment cohort of sufficient size to allow the sustainable operation of the school in future years. The size of the new catchment cohort will be established by the Superintendent of Schools or designate.
- 3.3 Schools at, or approaching, capacity may be designated as ‘full’ by the District. Management of enrollment at schools designated full will be overseen by the District. The acceptance of any new cross boundary and/or late transfer applicants will be severely restricted and possibly prohibited altogether at these school sites.

4. Enrollment Priorities

- 4.1 Applications for enrollment will be considered in the following order subject to the rules set out below:
 - 4.1.1 First Priority: Group 1 Students
 - 4.1.2. Second Priority: Group 2 Students
 - 4.1.3 Third Priority: Group 3 Students
- 4.2 Group 1 Students – Enrollment Priorities for Continuing Students, Placed Students Returning to Catchment School, and Newly Arrived Students.
 - 4.2.1 The District endeavors to ensure that there is sufficient available space at each school to accommodate continuing students and a new catchment cohort of sufficient size, as determined by the school District, to ensure sustainable school organization.

4.2.2 When there is sufficient available space all of the following categories of students will be enrolled for the next school year:

4.2.2.1 Continuing Students

4.2.2.2 New Catchment Applicants for Enrollment

4.2.2.3 Students Placed at a non-catchment school in the previous school year returning to their catchment school

4.2.3 The order of priority for enrollment of Group 1 students is as follows subject to the rules set out following the priority list below:

4.2.3.1 Continuing Catchment

4.2.3.2 Continuing Non-Catchment

4.2.3.3 Newly Arrived and Placed Students

4.2.3.4 Continuing Non-District

5. Rules Respecting Enrollment and Placement of Students:

5.1 Newly Arrived Kindergarten Students Registered by January 31

5.1.1 Siblings of continuing catchment students who register at their English catchment school by January 31 are the top enrollment priority and will be offered enrollment ahead of catchment applicants without siblings.

5.1.2 When there is insufficient available space for all Newly Arrived Kindergarten Students who register at their English Catchment School by January 31 a priority draw process will be used to determine the order in which available enrollment spaces are offered.

5.1.3 Once all siblings have been accommodated remaining available enrollment spaces will be offered in the order determined by the priority draw process.

5.1.4 The District will establish and communicate the date of school draws.

5.1.5 An ordered waitlist of Catchment Applicants for Enrollment who cannot be accommodated at their catchment school will be maintained.

5.2 Newly Arrived Kindergarten Students Registered after January 31st and by the second Friday in June

5.2.1 All applications for enrollment from Newly Arrived Kindergarten Students received after January 31st will be added to the school waitlist according to the date and time when they are received.

5.3 Newly Arrived Grade 1-12 Students Registered beginning November 1st

5.3.1 All applications for enrollment from Newly Arrived Students (excluding

Newly Arrived Kindergarten Students) received, beginning November 1 will be added to the school waitlist according to the date and time when they are received.

5.4 Continuing Students

5.4.1 All continuing catchment students will be automatically re-enrolled.

5.4.2 In situations where there is insufficient available space to accommodate a new catchment cohort of sufficient size as determined by the District, as well as all continuing non-catchment and all continuing non-District students, then the following priorities for re-enrollment will apply:

5.4.2.1 Continuing Non-catchment students

5.4.2.2 Continuing Non-District students

5.4.3 The school District will offer enrollment at another school to continuing non-catchment students who cannot be accommodated at their catchment school.

5.5 Placement of Waitlisted Catchment Students

5.5.1 The District will place waitlisted catchment students at another school.

5.6 Continuing Status of Placed Students

5.6.1 Students who accept a placement for the current school year or the next school year at a school designated as 'full' by the District do not have immediate continuing status at that non-catchment school.

5.6.2 If students accept a placement at a non-catchment school that has been designated as 'full' by the District, and remain at that school due to the insufficient available space at their catchment school, then continuing status is deferred until the beginning of the school year following the year in which the student first attends the non-catchment school.

5.6.3 Students who do not wish to be placed at a school designated as 'full' will be offered an alternate placement at a school that is not designated 'full' and will have immediate continuing status at that school.

5.7 Continuing Status of Placed Kindergarten Students

5.7.1 Kindergarten students registered prior to the second Friday in June, at their catchment school, who are placed at a non-catchment school, will have continuing status at the school where they have been placed from the date of enrolment onward, but may, at their option, and if available space exists move to their catchment school in the current or subsequent school year.

5.8 Move to Catchment School

- 5.8.1 When appropriate space in a school becomes available, placed students on catchment school waitlists will be offered enrollment in their catchment school.
- 5.8.2 Students with continuing status at a non-catchment school who decline a placement at their catchment school will be removed from the catchment school waitlist.
- 5.8.3 Students with deferred continuing status (as per 5.6.2) who are offered enrollment at their catchment school will be required to move to their catchment school. Decisions regarding timing of the students move to their catchment school will be made in consultation with the Principal.

5.9 Late Catchment Applications for Enrollment

- 5.9.1 Newly arrived students who wish to enroll after the second Friday in June are considered Late Catchment Applicants for Enrollment.
- 5.9.2 When sufficient space is available at the catchment school newly arrived students will be offered enrollment at their catchment school.
- 5.9.3 The District will place newly arrived students who cannot be accommodated at their catchment school at another school with sufficient space.
- 5.9.4 Newly arrived students cannot displace students already enrolled at the catchment school.
- 5.9.5 Late catchment applications for enrollment from newly arrived students will be time and date stamped. Students who are unable to be enrolled at their catchment school at time of application will be placed on the school waitlist and offered enrollment at their catchment school when appropriate space in the school becomes available.

5.10 Catchment School Waitlists

- 5.10.1 Between April 1st and June 30th schools will confirm with parents that they wish their child to remain on the catchment waitlist for following school year.
- 5.10.2 Children whose parents do not confirm that they wish their child to remain on the catchment school waitlist will have their names removed from the waitlist.

5.11 School Organization Annex and Main

- 5.11.1 Kindergarten classes will be organized by the District to ensure efficient use of staff resources.

- 5.11.2 In elementary school catchments with both an annex building and a main school building parents may request their preferred location (annex or main) for their child to enroll in kindergarten.

5.12 Continuing Status of Non-District Students

- 5.12.1 When a District student becomes a non-District student, due to a change of residence, the continuing status of the student at their VSB school will be reviewed by the Principal.
- 5.12.2 At full schools that have waitlists of catchment students who are unable to enroll at that school due to lack of space, the Principal will require non-District students to withdraw from their VSB school. In these situations, the principal will discuss the timing of the student withdrawal with the parent(s)/guardian(s) of the student. Principals will endeavor to withdraw non-District students when there is a break in the school year i.e. Winter Break, Spring Break, or at the end of the school year.
- 5.12.3 In District Programs that have waitlists of District students who are unable to enroll in the program due to lack of space, the Principal will require non-District students to withdraw from their VSB school. In these situations, the principal will discuss the timing of the student withdrawal with the parent(s)/guardian(s) of the student. Principals will endeavor to withdraw non-District students when there is a break in the school year i.e. Winter Break, Spring Break, or at the end of the school year.

6. Rules Respecting Continuing Status of District Program Students

6.1 Students who complete District Programs

- 6.1.1 When a student completes a multi-year District Program, they will have the following enrollment options:
Continue in the regular program at the school where the District Program is located (current school).
Non-catchment students may request a transfer to their catchment school.
When the catchment school requested is full the student will be placed in the appropriate order on the catchment waitlist.
- 6.1.2 Non-catchment students who complete the TREK program will not have continuing status at Prince of Wales.

6.2 Student withdrawal prior to completion of a District Program

- 6.2.1 When parents intend to withdraw a student from a District Program, it is the parent's responsibility to communicate their intentions to the school Principal.
- 6.2.2 When a non-catchment student withdraws from a District Program during the school year, the Principal of the school will determine whether the student may remain at their current school for the remainder of the school year. If the Principal determines that a student will be transferred to their

catchment school, they will advise the family, discuss the timing of the transfer, and facilitate the transfer.

- 6.2.3 Non-catchment students who wish to remain at their current school for the next school year will apply to remain through the cross-boundary application process. The administrative procedures set out in section 9 shall apply to applications received by the last Friday in February. Cross boundary applications received after the last Friday in February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 11 shall apply to applications received after the last Friday in February.

7. Rules Respecting Continuing Status of Learning Services Student Program Students

7.1 Students who complete Learning Services Student Support Programs

- 7.1.1 When a student completes a District Learning Services Student Program, the Principal, in consultation with District staff and with parent(s) will determine the most appropriate educational placement for the student for the next school year.

7.2 Student withdrawal prior to completion of a Learning Services Student Support Program

- 7.2.1 When a student withdraws from a District Learning Services Student Program prior to its completion, in consultation with District staff and with parent(s), the Principal will determine the most appropriate educational placement for the student. Placement options considered may include, whether the student will remain at their current non-catchment school, transfer to their catchment school, or be placed in another school for the remainder of the school year, taking into account available space at the respective schools, and any other relevant considerations.
- 7.2.2 Non-catchment students who wish to remain at their current school for the next school year will apply to remain through the cross-boundary application process. The deadline for cross boundary applications for the next school is the last Friday in February of the current school year. The administrative procedures set out in section 9 shall apply to applications received by the last Friday in February. Cross boundary applications received after the last Friday in February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 11 shall apply to applications received after the last Friday in February.

8. Rules Respecting withdrawal of students after 20 consecutive school day absences

- 8.1 Students who have never attended by the end of the first week of school in September will be withdrawn, unless a prior arrangement has been made with the school administration.

- 8.2 School administrators have the authority to withdraw any student who is absent for more than 20 consecutive school days.
- 8.3 When determining whether or not to withdraw a student who has been absent for more than 20 consecutive school days administrators may take the following factors into consideration:
- Family circumstances
 - Availability of space for waitlisted catchment students at full schools
 - Other relevant factors
- 8.4 Withdrawn students do not have continuing status at their former school.
- 8.5 Once withdrawn, an enrolment application to their catchment school is required for students who wish to be re-admitted to a VSB school.
- 8.6 If a space is not available at the time of application, the student will be placed on a waitlist for their catchment school and placed at another school within the district.

9. Cross Boundary Application and Enrollment Process - Group 2 Students

- 9.1 This section applies to students who are applying through the cross boundary application process to enroll in a non-catchment school.
- 9.2 Applications for cross boundary enrolment must be submitted by the last Friday in February.
- 9.3 Applications submitted after the last Friday in February will not be considered.
- 9.4 Eligibility to enroll depends on the availability of space and facilities at the requested school.
- 9.5 District students making a cross boundary application must first be registered at their catchment school to be considered for cross boundary enrollment.

9.6 Group 2 Students – Enrollment Priorities for Cross Boundary Applicants

The priorities for enrollment of cross boundary applicants are set out in the table below, subject to the rules that follow the table.

	Student Category	Student Description
9.6.1	Sibling of a Continuing Non-Catchment Student	The sibling of a continuing non-catchment student who will be attending the school concurrently.
9.6.2	Non-Catchment Student - Daycare	A student of school age who is a resident in the school District, but not in the catchment, and who is

		enrolled in an on-site daycare within the catchment or whose child-care needs are provided within the catchment (applies to K-7 only)
9.6.3	Non-Catchment Student	A student of school age who is a resident in the District and not a resident in the catchment area of the school
9.6.4	Non-District Student	A BC resident who does not reside in the District.

10. Rules Respecting Enrollment Priorities for Cross Boundary Applicants:

10.1 Tie-Breaking

Where there is insufficient available space to accommodate all cross boundary applicants at the requested school, a draw process will be used to determine which applicants will be offered enrollment.

10.2 Sibling Priority

Sibling priority will apply only when a sibling currently attending will be attending concurrently with the applicant.

10.3 Non-District Students

Non-district students may apply directly to the requested school.

10.4 Independent Schools

Vancouver residents entering the District from an independent school must register at their catchment school prior to making a cross boundary application.

10.5 Non-Catchment Students Attending an Annex

Non-catchment students attending an annex who wish to attend the affiliated main school must apply through the cross boundary application process.

10.6 Non-Catchment Students Attending Elementary Schools

Elementary students must apply through the cross boundary application process to attend a non-catchment secondary school.

10.7 Offers of Cross Boundary Enrollment

Families will be informed of the status of their cross boundary application by March 31 of the current school year.

10.8 School Wait List

Each school will maintain an ordered wait list of cross boundary applicants not offered enrollment. This waitlist will be maintained until Sept 30 of the next school year. When appropriate space in a school organization becomes available waitlisted students may be offered enrollment at the requested school.

11. Cross Boundary Late Transfer Applications – Group 3 Students

- 11.1 Requests for transfer to a non-catchment school received after the last Friday in February and by the second Friday in June are considered to be cross boundary late transfer applications.
- 11.2 District students making a cross boundary late transfer application must first be registered at their catchment school to be considered in the cross boundary late transfer process.

11.3 Group 3 Students – Enrollment Priorities for Cross Boundary Late Transfer Applicants

The priorities for enrollment of Cross Boundary Applicants are set out in the table below, subject to the rules that follow the table.

	Student Category	Student Description
11.3.1	Sibling of a Continuing Non-Catchment Student	The sibling of a continuing non-catchment student who will be attending the school concurrently
11.3.2	Non-Catchment Student - Daycare	A student of school age who is a resident in the school district and who is enrolled in on-site daycare or whose child-care needs are provided within the catchment (applies to K-7 only)
11.3.3	Non-Catchment Student	A student of school age who is a resident in the school district and not a resident in the catchment area of the school
11.3.4	Non-District Student	A BC resident who does not reside in Vancouver

11.4 Cross Boundary Late Transfer Application Process

- 11.4.1 Group 1 and 2 students have enrollment priority over students making cross boundary late transfer applications.

11.5 School Waitlist

- 11.5.1 Cross boundary late transfer applications will be date and time stamped when received by the requested school. Each school will maintain an ordered wait list of cross boundary late transfer applicants until Sept 30 of the next school year.
- 11.5.2 When appropriate space in a school becomes available, waitlisted students may be offered enrollment at the requested school.

12. Transportation of Placed Students

- 12.1 No provision for transportation of placed students will be made by the school if the distance from the student's home to the school of attendance is within the walk limits established by the District (4.0 km for K-3 students and 4.8 km for grade 4-12 students). If a student is placed in a school outside the walk limits established by the District, they are eligible for student transportation services provided by the district subject to the rules set out in Administrative Procedure – 560.

13. School Programs

- 13.1 An application to enroll in a specific/unique educational program at the school may only be made after the student has been offered enrollment at the school through the cross boundary application process or cross boundary late transfer application process.

14. International Students

- 14.1 International fee-paying students and exchange students will be eligible to enroll and register in District schools in accordance with Administrative Procedure 303, Admission of International Students.

15. Application and Admission to Kindergarten Choice Programs

- 15.1 All Kindergarten Choice programs are District programs.
- 15.2 Rules respecting the application and admission process for Kindergarten Choice programs are set out below.
- 15.3 Application to enroll in a Kindergarten Choice program must be made online.
- 15.4 The application process timeline will be published before the application process opens.
- 15.5 Applications will not be accepted after the application deadline has passed.
- 15.6 The catchment, for all Kindergarten Choice programs, is the area served by the Vancouver Board of Education.

15.7 Kindergarten Application to District Choice Programs

15.7.1 The enrollment priorities for Kindergarten Choice programs

15.7.2 Enrollment Priorities for Kindergarten Choice Programs

	Enrolment Priority	Student Category	Student Description
15.7.2.1	1	Sibling of a continuing program student who	The sibling of a continuing program student in the school who is currently attending the same program

		resides in catchment	and will be attending the same program concurrently.
15.7.2.2	2	Student who resides within the catchment	Student is a resident in the school district.
15.7.2.3	3	Non-Catchment Student.	Student is a BC resident who does not reside in the Vancouver school district.

15.7.3 Tie Breaking - When there is insufficient space to accommodate all Kindergarten applicants for the Kindergarten Choice program at the requested school, a draw process will be used to determine which applicants will be offered enrollment following the same order of priority as set out in table 15.7.2.

15.7.4 Offers of Program Placement - Families will normally be informed of the status of their choice program application by the end of February.

15.7.5 Kindergarten Choice Program Waitlists - An ordered waitlist of Kindergarten applicants for choice programs will be maintained until June 30 of the school year for which the application was submitted.

15.8 Admission to Choice Programs – Grade One

15.8.1 Applicants wishing to be considered for grade one entry are required to submit an application directly to the school/program which they wish to enroll.

15.8.2 Applications for grade one placement received between November 1 and January 31 of the school year proceeding grade one entry will be considered as per the placement priorities outlined in 15.7.4 Choice programs.

15.8.3 Applications received after January 31 will be added to the waitlist by date and time of application.

15.8.4 The grade one waitlist for Early French Immersion programs expire on September 30 of the school year for which the application was submitted.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act

Adopted: November 1973

Revised: August 1, 1990; October 1991; September 1994; February 1996; January 1999; March 3, 2003; September 2004; October 2014; September 24, 2018; February 5, 2020