



# Riverside School Board

<b>Policy Name:</b>	Policy on the Enrolment Criteria for Registration
<b>Policy Number:</b>	B760-20200630 replacing policy number B693-20181218
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Riverside School Board will register students eligible for English language education according to the criteria outlined in this policy, in keeping with the parents' right to choose a school for their child and in accordance with the Education Act (see Appendix I).

## PURPOSE

The purpose of this policy is to establish the enrolment criteria that will be used to register students, including international students, in Riverside School Board schools. The criteria are further specified in the document produced annually by Riverside School Board entitled 'Planning for our Schools' which determines each school's program(s), attendance zone, and transportation zone.

This policy aims to confirm student placement and inform parents in a reasonable time frame while effectively organizing the services of the school board.

## DEFINITIONS

### Space:

The number of students, including international students, which a school can accommodate for a given year in view of its capacity at each level. Riverside School Board maintains the right to reserve up to 3 student places at any grade level in a school during the late enrolment period until up to ten days before the beginning of school. This is done in order to make it possible to accept in-zone students who apply in the summer during late enrolment.

As there is currently no legal obligation to provide 4-year-old kindergarten, the spaces allocated for 4-year-old kindergarten students within a school will be determined by the school board in conjunction with its schools, based on Ministry authorizations.

### Capacity:

The number of students that can be reasonably accommodated in a school building taking into account:

- the educational services provided by the school;
- the number of usable teaching stations;
- the student/teacher ratio as determined by the Teachers' Collective Agreement;
- the building capacity according to the Ministry.

The physical component affecting school capacity is the number of teaching stations in the school. The key to determining whether a space is counted as a teaching station lies in the layout and daily use of that space.



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At the elementary level, only classrooms are counted as teaching stations as each student is assigned to a classroom with his/her personal belongings for the duration of the year. The school may have other spaces such as a computer room or a gymnasium in which students are taught.

At the High School level, students move from classroom to classroom throughout the day and do not have an assigned desk as their belongings are stored in a locker. Therefore, a standard classroom, gymnasium or laboratory with an assigned teacher is considered a teaching station for purposes of determining capacity.

It is virtually impossible to program the use of a high school so that all of the space is used for 100% of the periods throughout the school day. The number of teaching stations is multiplied by a utilization factor of 85% to take into account scheduling conflicts for the high schools.

The maximum number of students in each class is determined by using the Teachers' Collective Agreement.

The school capacity is then adjusted by a factor of 90% in order to alert schools and parents that their building is approaching the point of not being able to enroll more students due to a lack of space at one or more grade levels.

**Siblings:** Children who have at least one parent in common, children from blended families, children who have been legally adopted, or children who are under common legal guardianship. Siblings must reside at the same address.

**Walkers:** A walker at the kindergarten level (4 and 5-year-old) is someone who lives within 0.8 of the school. A walker at the elementary level is someone who lives within 1.6 km of the school.

## GENERAL GUIDELINES

Registrations will be accepted based on the total number of applications at each school and the school capacity. Acceptance of student registrations is for one year at a time. Efforts will be made to minimize student transfer.

Students who apply to a school and live within the attendance zone of that school but cannot be enrolled at that school because of lack of space (see definition) would be temporarily transferred on an annual basis to a school offering the same language delivery model (either French Immersion or English) if space is available. Transportation will be provided only for the year that they are transferred to that school. If space becomes available in the same language delivery model in their in-zone school for the following school year, the student will return to that school unless they request and obtain out-of-zone status without transportation services.

Given the current particularities of the 4-year-old kindergarten (there is no legal obligation for the school board to offer the program), students registering for this program will not be transferred to another school if registration exceeds the number of spaces. They will be put on a waiting list and advised by the school should space become available.

On a case-by-case basis, Riverside School Board can assign a student, including an international student, to a specific school for educational, psychological, social, or other exceptional reasons.

## TIMELINE

The enrolment process will follow the timeline indicated:

### Official enrolment period

- The official enrolment period for Riverside School Board will take place from the first full week of February until April 30, unless otherwise determined by Council. No registration appointments may be given prior to the start of the official enrolment period.
- An assessment will be made of all in-zone registrations and current out-of-zone student requests received before May 1. Parents will be informed of student placement by June 1.

### Enrolment in May and June

- An assessment will be made of all in-zone registrations that are received between May 1 and June 30 and all out-of-zone registrations received up to June 30. Parents will be informed of student placement during the first week of July.

### Late enrolment - after June 30

- All registrations of Riverside students received after June 30 will be considered on an ongoing basis. Registrations of interboard students will be confirmed 10 days before the beginning of the school year. The student accepted during late enrolment will be assigned to a school by Riverside School Board.

### International Student enrolment period:

An international student may be registered outside the regular enrolment period or at any time and confirmation of placement will be given upon completion of the board's screening process.

Students shall be registered in a school in the following order:

## **DURING THE OFFICIAL ENROLMENT PERIOD**

An assessment will be made of all in-zone registrations and requests from current out-of-zone students received before May 1. Parents will be informed of student placement by June 1.

### **A: IN-ZONE STUDENTS**

Subject to the availability of space (see definition), enrolment in a school will be based on the criteria established in the following order of priority:

- A1 Current In-Zone Students** - Students currently attending the school who reside within the attendance zone for that school;
- A2 Grandfathered Students** - Students currently attending the school who, when they began attending the school, resided within the attendance zone for that school and to whom a grandfather<sup>1</sup> clause will apply following a zoning change. This provision may be revoked in the event of the student's change of address to another zone;
- A3 Returning Transferred Students** - Students who reside within the attendance zone of that school and were assigned to another school (transferred) by Riverside School Board;

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<sup>1</sup> A GRANDFATHER clause is a provision in which an old rule continues to apply to some existing situations, while a new rule will apply to all future cases.



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- A4 Siblings of Current In-Zone Students** - Siblings of students currently attending the school who reside within the attendance zone for that school;
- A5 Special In-Zone Status Students** - Students who, due to a decision of Council, have been granted 'in-zone' status to the school following a school closure or for exceptional circumstances. This provision may be revoked in the event of the student's change of address to another zone;
- A6 New In-Zone Students** - Students who reside within the school attendance zone;
- A7 Transferred Students** - Students who are transferred by Riverside School Board from their in-zone school when that school has surpassed its capacity. (See "Procedure for the Transfer of in-zone Students").

## **T: PROCEDURE FOR THE TRANSFER OF IN-ZONE STUDENTS (STEPS A1 TO A7) FOR 5-YEAR-OLD KINDERGARTEN TO GRADE 6**

If the school has exceeded its capacity at a particular grade level after any step, from A1 to A7, students within that step will be transferred out of the school in the following order:

- T1 Students without siblings, living in a multiple zone** - in-zone students without siblings attending the school living within the in-zone area of another school where space is available. Those who are geographically closest to the school that has availability will be transferred first. Transportation is provided;
- T2 Returning Transferred Students** - Transferred in-zone students who were assigned to another school the previous year and express the desire to stay there for the present year. Transportation is provided;
- T3 Students without siblings who are non-walkers** - Students without a sibling in the school who are eligible for transportation. In this group, the students who are geographically closest to the school that has availability will be transferred first. Transportation is provided;
- T4 Students who are non-walkers** - Students with a sibling in the school who are eligible for transportation. In this group, the students who are geographically closest to the school that has availability will be transferred first. The student's sibling(s) may also be transferred (at parent's request). Transportation is provided.

## **PROCEDURE FOR DETERMINING THE WAITING LIST FOR IN-ZONE STUDENTS (STEPS A1 TO A7) FOR 4-YEAR-OLD KINDERGARTEN**

If the school has exceeded its 4-year-old kindergarten capacity after any step, from A1 to A7, students within that step will be put on a waiting list based on the date of registration (registration will be on a first-come, first-serve basis)

## **B: OUT-OF-ZONE STUDENTS**

Subject to the availability of space (see definition), students residing outside of the established school attendance zone but within Riverside School Board territory may attend a specific school of choice on condition that the parent/guardian agrees to provide transportation for:

- B1 Special Out-of-Zone Status students** – Students who, due to a decision of Council, have been granted ‘Special Out-of-Zone Status’ to the school. This provision may be revoked in the event of the student’s change of address to another zone.
- B2 Siblings of grandfathered students and siblings of ‘Special Out-of-Zone Status’ students**
- B3 Current Out-of-Zone students** - Students who are currently attending a school and reside outside the attendance zone for that school and confirm, by May 31, their request to remain at the school. If space is not sufficient to accommodate this group at their grade level, students with a sibling attending the school will have priority.

## DURING THE ENROLMENT PERIOD IN MAY AND JUNE

An assessment will be made of all in-zone registrations that are received between May 1 and June 30 and all out-of-zone registrations received before June 30. Parents will be informed by the school of student placement during the first week of July. In exceptional circumstances, confirmation of out-of-zone requests may be delayed due to three spaces being reserved.

Subject to the availability of space (see definition), enrolment of students will be accepted in the following order of priority:

- C1 Siblings of Current In-Zone Students** - Students who reside within the attendance zone of the school, who have a sibling attending the school;
- C2 New In-Zone Students** - Students who reside within the attendance zone of the school;
- C3 Siblings of Current Out-of-Zone Students** - Siblings of students, who are currently attending a school and reside outside the attendance zone for that school in the order of the date of their registration;
- C4 New Out-of-Zone Students** - Students who reside outside the attendance zone for that school in the order of the date of their registration.

For each of the steps C1 to C4, the order of the date of registration will determine the priority within that step until June 30.

## DURING LATE ENROLMENT AFTER JUNE 30

All applications for enrolment of Riverside students received after June 30 will be considered on an ongoing basis.

Registrations of interboard students will be considered 10 days before the beginning of the school year.

All students accepted during the late enrolment period will be assigned to a school by Riverside School Board.