



Policy Name:	Policy on the Enrolment Criteria for Registration
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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.

PURPOSE

The purpose of this policy is to establish the enrolment criteria that will be used to register students in the schools of Riverside School Board. The criteria are further specified in the document produced annually by Riverside School Board entitled 'Programs and School Zones' 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.

DEFINITION OF TERMS

Space:

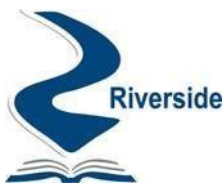
Refers to the number of students that a school can accommodate for a given year in view of its capacity at each level. Riverside School Board maintains the right to reserve up to 3 student places at any grade level in a school during the late enrolment period until up to ten days before the beginning 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, in conjunction with the school board, based on Ministry authorizations and directives, and on the Teachers' Collective Agreement.

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.

At the elementary level, only classrooms are counted as teaching stations as each student is assigned to a classroom with their personal belongings for the duration of the year. The school may have other spaces such as a multipurpose 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 total school capacity is 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:

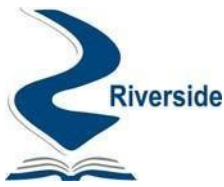
A walker at the preschool level (4- and 5-year-old kindergarten) is someone who lives within 0.8 of the school. A walker at the elementary level is someone who lives within 1.6 km of the school.

GENERAL GUIDELINES

Registrations will be accepted based on the school capacity. 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 there because of lack of space (see definition) will 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. In the case of such a transfer, transportation will be provided. If space becomes available in the same language delivery model in the student's in-zone school for the following school year, they will return there, unless they then request and obtain out-of-zone status in the school where they were temporarily transferred. In the latter case, transportation will no longer be provided.

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 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 (or the last preceding working day), 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.

May and June Enrolment Period

- All registrations of in-zone students received between May 1 and June 30 will be considered and student placement decisions rendered on an ongoing basis.
- An assessment will be made of all out-of-zone registrations received up to June 30. Parents will be informed of decisions regarding out-of-zone requests 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.

STUDENT PLACEMENT

Official Enrolment Period

An assessment will be made of all in-zone registrations and requests for 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 order of priority established below. For students enrolling in the 4-year-old kindergarten, only steps A4 to A7 apply.

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



grandfather¹ 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;
- A4 New In-Zone Students with Siblings who are Current Students** – Students who reside within the attendance zone for that school, have a sibling (see definition) who is currently attending the school and whose sibling is still registered in the school for the year targeted by the Official Enrolment Period ;
- 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 Families** - Students who reside within the attendance zone for that school and whose siblings (see definition) are also newly registered at the school for the year targeted by the Official Enrolment Period ;
- A7 New In-Zone Students Without Siblings** - Students who reside within the school attendance zone and have no siblings currently attending the school or registered for the targeted school year;
- A8 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 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 A8, 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;

¹ 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.



- 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), if space allows. Transportation is provided.

PROCEDURE FOR DETERMINING THE WAITING LIST FOR IN-ZONE STUDENTS FOR 4-YEAR-OLD KINDERGARTEN

If the school has exceeded its 4-year-old kindergarten capacity after any step, remaining in-zone students registered within the Official Enrolment Period, will be placed on a waiting list according to the established order of priority (A4 to A7). Within each step, students will be prioritized by date and time of registration.

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:

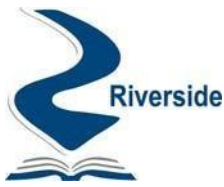
- B1 Special Out-of-Zone Status students** – Students who, due to a decision of Council, have been granted 'Special Out-of-Zone Status' to the school. This provision may be revoked in the event of the student's change of address to another zone.
- B2 Siblings of grandfathered students and siblings of '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.

May and June Enrolment Period

All registrations of in-zone students received between May 1 and June 30 will be considered and student placement decisions rendered on an ongoing basis.

An assessment will be made of all out-of-zone registrations received up to June 30. The school will inform parents of decisions regarding out-of-zone requests during the first week of July. In exceptional circumstances, confirmation of out-of-zone requests may be delayed in keeping with the school board's right to reserve three spaces.

Subject to the availability of space (see definition), out-of-zone requests will be accepted in the following order of priority:



Riverside School Board

- C1 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 will be prioritized by the date and time of their registration;
- C2 New Out-of-Zone Students** - Students who reside outside the attendance zone for that school will be prioritized by the date and time of their registration.

For each of the steps C1 and C2, 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, with priority to their in-zone school if space allows.