



Board Policy #163.0

School Admission

Document Integration Project Format

Policy Statement

The York Region District School Board recognizes its primary responsibilities to provide education to the students of York Region whose biological/adoptive parent(s) are English language public school supporters. The York Region District School Board may admit students who are not resident pupils and who meet certain conditions as indicated in this policy.

Application of Policy

Subject to the *Education Act*, the policy application is intended to address the desire to attend York Region District School Board schools of students:

- a) whose biological/adoptive parent(s) are not English language public school supporters;
- b) whose biological/adoptive parent(s) are not residents of York Region;
- c) who come from outside of Ontario;
- d) who have been expelled by other education systems, have satisfied their expulsion requirements and have fully disclosed documents and circumstances of their expulsion.

Legislative Context

Education Act
Immigration and Refugee Protection Act (Canada)

Definitions

Following are definitions of pupils who either are entitled to attend York Region District School Board schools, or who may be allowed to attend York Region District School Board schools:

1. Pupils of the Board – Resident Pupils

This refers to students whose biological/adoptive parent(s) reside in York Region and are English language public school supporters.

2. Pupils of the Board – Other Students Who Qualify as Resident Pupils for Provincial Grant Support

For the purpose of this policy, other resident students are students who do not have the right to attend schools of the York Region District School Board but who have qualified as resident pupils for grant purposes under the following:

- a) students whose biological/adoptive parent(s) reside within York Region but are not English language public school supporters may be admitted to a York Region District School Board school at the discretion of the Director and if accommodation and appropriate resources are available;
- b) students whose biological/adoptive parent(s) are not residents of York Region but reside in Ontario, may be admitted to a York Region District School Board school at the discretion of the Director and if accommodation and appropriate resources are available;

- c) students whose biological/adoptive parent(s) reside in Ontario and according to the provisions of the *Education Act, Section 49, Subsection (7)*, qualify with approval of the Board's Admissions Office for admission as Pupils of the Board;
- d) a resident student who loses the right to attend during a school year, owing to his or her biological/adoptive parent(s) taking up residence outside York Region, but within Ontario, will be permitted to continue to attend the school in the former attendance area for the remainder of the school year with the approval of the Director and with the following provision:
 - i) transportation, if required, is the responsibility of the biological/adoptive parents.

3. Other Pupils – Non-resident Students (*First Nations students and students whose biological/adoptive parent(s) do not reside in Ontario*)

- a) a First Nations student who is not a special needs student and resides on a reserve in Ontario will be admitted to a York Region District School Board school
- b) a student from outside Ontario who is not a special needs student nor an international student as defined by the *Education Act*
- c) an international student who is not a special needs student and has applied for and received a valid Study Permit issued by Citizenship and Immigration Canada

4. Students Who Have Been Expelled From Other Boards

- a) a student who has been expelled from other boards in Ontario or other educational institutions who has made specific application to the York Region District School Board Director of Education and, having met the criteria for consideration, has been admitted by the Director to attend a York Region District School Board school.

Department

Education and Community Services

Policy History

Approved 1986
 Revised 1993
 Revised 2000
 Revised 2001
 Revised 2002
 Revised 2002
 Revised 2003
 Revised 2007

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #163.0

School Admission

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Background

As stated in Board Policy #163.0, School Admission, the York Region District School Board recognizes its primary responsibility to provide education to the students of York Region whose biological/adoptive parents are English language public school supporters.

Subject to the *Education Act*, it also recognizes the needs of students:

- a) whose biological/adoptive parents are not English language public school supporters;
- b) whose biological/adoptive parents are not residents of York Region;
- c) who come from outside Ontario;
- d) who have been expelled by other educational systems, have satisfied their expulsion requirements and have fully disclosed documents and circumstances of their expulsion.

Purpose of Procedure

To provide direction and information to Board staff concerning the school admission process.
To facilitate the collection and storage of data compiled during admissions to and retirements from schools.

Responsibilities

The Associate Director of Education shall:

- Determine tuition fees.
 - a) The *Education Act*, Section 49, Subsection (6) requires that the Board charge a person who is in Canada as a temporary resident within the meaning of the *Immigration and Refugee Protection Act (Canada)* or a person who is in possession of a study permit issued under that Act, the maximum fee calculated in accordance with the regulations, with the exception of students who are exempted as per the provision of the *Education Act*, Section 49, Subsection (7).

The Superintendent of Education shall:

- make decisions regarding students who are not resident pupils on an individual basis where admission is discretionary;
- consult with Coordinating Superintendent of Education if fees are waived under special circumstances;
- make decisions regarding students who require a Permission to Attend Form;
- consult with Coordinating Superintendent regarding issues involving legal counsel;
- determine availability of space for international students; and
- provide consultation for school principals, social workers and/or probationary officers regarding the placement of a student in a foster home or group home.

The Finance Services Department shall:

- collect fees from First Nations Bands; and
- provide accounting services for all fee-paying students;

The Principal shall:

- ensure the collection and completion of all required documentation for students being admitted to York Region District School Board schools;
- generate on a monthly basis, the student assessment reports that are printed and verified by the school; and release it electronically to Superintendents of Education in the Community Education Centres;
- direct all students new to Ontario to the Reception Centre, including returning residents (Canadian and Permanent Residents) who are away from Ontario for more than six months;
NOTE: School and Board staff are not to provide persons new to Ontario with any assurance, either verbal or written, relative to school admission and/or acceptance until they have been approved for registration and admission by the Admissions Office or Reception Centre.
- refer any students about whom there is a question or concern to the Admissions Office;
- complete the registration process for students requiring special Education/Gifted program upon completion of the IPRC process;
- obtain written evidence from the YRDSB Admissions Office that fees have been paid in the case of international students;
- obtain written evidence from the YRDSB Admissions Office for students under 16 years of age that parents are Canadian citizens or permanent residents and reside outside Ontario;
- obtain written evidence from the YRDSB Admissions Office for students that may be considered for a waiver of fees;

Other resident students from outside Canada, who may be exempt from the payment of fees (these students should be reported as resident students for grant purposes), are:

- a) participants in formal reciprocal exchange programs.
- b) an in-Canada applicant for permanent resident status or Canadian citizenship whose biological/adoptive parent is a Canadian citizen or permanent resident and is a resident in York Region.
- c) an applicant for permanent resident status in Canada whose biological/adoptive parent has applied for permanent resident status in Canada and is a resident of York Region.
- d) dependents of:
 - i) a holder of a work permit or an applicant for a work permit
 - ii) a holder of a temporary resident permit issued under the *Immigration and Refugee Protection Act (Canada)* (IRPA)
 - iii) a diplomat
 - iv) a member of visiting forces
 - v) refugee claimants and convention refugees with current documentation
 - vi) a full-time student at an accredited university, college or institution in Ontario with authorization under the *Immigration and Refugee Protection Act (Canada)* (IRPA)
 - vii) a person authorized to teach at an accredited institution in Ontario in accordance with an agreement with a university outside Canada.
 - viii) a religious worker authorized to work in Canada under clause 186(1) of the Regulations made under the *Immigration and Refugee Protection Act (Canada)* (IRPA)
 - ix) Non-resident Canadian citizens or permanent residents living with a relative within York Region.

- refer a child with visitor status to the Admissions Office;
- refer other resident students who wish to be admitted to a York Region District School Board school to the Admissions Office for approval of the Director if accommodation and appropriate resources are available;
- ensure the completion of the Education Services Agreement when the student does not live with a biological/adoptive parent;
- ensure that the Education Services Agreement is stored in the student's Ontario Student Record;

- monitor, in consultation with the Reception Centre, expiry date of all time-sensitive documents such as refugee forms and work permits. Students with expired documents must be referred to the Admissions Office;
- monitor, in consultation with the Admissions Office, expiry date of all study permits for international students;
- refer students 21 years of age or older to the Superintendent of Education for consideration on an individual basis;
- collect from a First Nations student residing on a reserve;
 - First Nations status, and
 - a letter from the First Nations Band stating that fees will be paid;
- ensure that, for First Nations students, a copy of First Nations status and a letter from the First Nations Band stating that fees will be paid be placed in the Ontario Student Record and one copy sent to the Finance Department;
- refer students who have been expelled by any school board or institution to the Director's Office (since such students must make specific application to the York Region District School Board's Director of Education to be considered for admission to a York Region public school);
- encourage social workers, probationary officers, etc., to consult with principals or the Superintendent of Education prior to placing a student in a home, foster home or group home, in order that the best possible educational environment can be identified for the student; and
- complete the Student Retirement Form for all students leaving the school. Inform the Admissions Office of the retirement of any international or fee-paying student.

The Reception Centre shall:

- approve for registration and admission all students new to Ontario, including returning residents (Canadian and Permanent Residents) who are away from Ontario for more than six months, with the exception of fee-paying students, students under 16 years of age whose biological/adoptive parents are Canadian citizens or permanent residents and reside outside Ontario, and students claiming eligibility according to the provisions of the *Education Act*, Section 49, Subsection (7);
- assess students for English literacy and mathematical literacy as required, using tools aligned with current YRDSB practices;
- direct the student to register at the designated school after the required documentation has been verified;
- direct fee-paying or potential fee-paying students, students under 16 years of age whose biological/adoptive parents are Canadian citizens or permanent residents and reside outside Ontario, or students claiming eligibility according to the provisions of the *Education Act*, Section 49, Subsection (7) to the Admissions Office;
- forward student and parent(s) documentation, student reports and assessment results to the designated school;
- provide a copy of an Education Service Agreement, if required and inform the school that the completed copy must be filed in the student's Ontario Student Record;
- connect student and families with Settlement Workers and/or Cultural Community Liaisons where appropriate;
- consult with Coordinating Superintendent of Education regarding complex issues;
- refer students 21 years of age or older to the Coordinating Superintendent of Education for consideration on an individual basis;
- monitor, in consultation with Principal, the expiry date of all time-sensitive documents such as refugee forms, and work permits; and
- refer students with expired documents to the Admissions Office.

The Admissions Office shall:

- approve for registration and admission of all international students, students under 16 years of age whose biological/adoptive parents are Canadian citizens or permanent residents and reside outside Ontario, and students claiming eligibility according to the provisions of the *Education Act*, Section 49, Subsection (7);

- collect tuition fees in advance by certified cheque, bank draft or money order for students who are enrolled as international or non-resident students;
- ensure the completion of the Education Services Agreement when the student does not live with a biological/adoptive parent. The education designate must be a permanent resident or Canadian citizen;
- for international students, issue a Letter of Acceptance to the student after:
 - a) the international student's academic record has been examined,
 - b) the student has paid in advance, by certified cheque, bank draft or money order, the required tuition fees and mandatory medical insurance coverage, and
 - c) the appropriate Superintendent of Education and the Admissions Office have determined that accommodation and ESL support are available;
- for non-resident students under 16 years of age, issue a Letter of Acceptance to the student after;
 - d) the Canadian citizenship or permanent resident status has been verified,
 - e) the student has paid in advance, by certified cheque, bank draft or money order, the required tuition fees if applicable;
- direct students to the Reception Centre for assessment;
- reconcile regularly revenues received with the Finance Services General Ledger (GL) files;
- send a list of all the students accepted by the Admissions Office to the Finance Services and Information Technology Services in October and March every year;
- send a list of fee-paying students for information, to the Superintendents of Education - Community Education Centres in October and March every year;
- maintain accurate records on all fee-paying students and communicate with appropriate personnel; and
- consult with Coordinating Superintendent of Education if fees are waived under special circumstances;
- consult with Coordinating Superintendent of Education regarding complex admissions issues.

Procedure History

Approved 2003

Revised 2007

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