

## Administrative Procedures

<p><b>AP-3000</b> <b>Admission of Students</b></p>	<p><b>References:</b>  <a href="#">The Education Act, 1995</a>, Sec 85, 87, 108, 109, 110, 142, 145, 171, 173, 175  <a href="#">The Education Regulations, 2015</a>, Sec 20            Board Policy-4.8: Student Transportation Within the School Division            Board Policy-4.9: Student Transportation to Other School Divisions</p> <p><b>Related:</b>            AP-1210: Attendance Areas            APM-2300.1: Student Services Procedure Manual            APA-3000.1: Schedule of International Student Tuition Rates            APF-3000.1: International Student Application            APF-3000.2: Student Registration            APF-3000.3: Declaration of Aboriginal Ancestry            APM-3000.1: Guide to Student Registration Form            AP-8000: Transportation in Private Vehicles</p>	<p><b>Tracking:</b>  <b>Received by Board:</b>            October 2007</p> <p><b>Updated:</b>            July 2009            August 2010            January 2011 – related documents, APA-3000.1            September 2011 – updated APA-3000.1            February 2012 – updated APF-3000.2, section 6 revised, added APF-3000.3            August 2012 – added APF-3000.2, section 3, 4, 5 revised            August 2014 – section 5 modified, deleted APF-3000.1            April 2015 – definitions modified, section 5 modified, section 8 modified, revised APF-3000.2, deleted APF-3000.3            August 2015 – modified APA-3000.1, added APF-3000.3            December 2015 – added APM-3000.1</p>
	<p><b>Status:</b> Operational</p>	

### Background

All persons who are six years of age but not yet 22 years of age and whose parent or guardian resides in Prairie Valley School Division have the right to attend a Prairie Valley school and to secure instruction appropriate to their age and level of educational achievement in courses or programs approved by the School Division, as per *The Education Act, 1995*. This instruction may be provided in the schools in the Division, or in programs operated by other education service providers.

The School Division may provide programs and services to School Division students beyond those required by provincial legislation.

### Definitions

**Resident student** refers to a student whose parent or guardian resides in Prairie Valley School Division as per *The Education Act, 1995* and *The Education Regulations, 2015*.

**Reciprocal Exchange Program** involves one student from the School Division benefitting from an equivalent time period of studies in another country without paying tuition.

**Non-Resident Student** refers to a student whose parent or guardian does not reside within Prairie Valley School Division.

**Non-Provincial Student** refers to a student whose parent or guardian does not reside within a Saskatchewan School Division, including those who reside on a First Nations Reserve.

**International Student** refers to a student who is a citizen of a country other than Canada.

## Procedures

### 1. Resident Students

- a. The principal is responsible for the admission of students to the school including collection, assessment, entry and retention of all required information.
- b. In general, students attend the school within their designated attendance area. However, parents may apply to the Director of Education/CEO or designate to attend a school in the division outside of the student's designated attendance area. For information, refer to AP-1210: Attendance Areas. Parents must be given APF-1210.1: PVSD Resident – Out of Attendance Area School Request Application to be completed and confirmed by the Director of Education/CEO or designate prior to enrolling the student.
- c. If the student's educational needs cannot be met at a school within the student's designated attendance area, the Division may direct students to attend another school. This placement will be made by the appropriate superintendent in consultation with the parent.
- d. Students who are under 22 years of age on the first day of the school year will be admitted. The School Division's legal obligation to provide access to courses, subjects or programs at no cost terminates at the end of the school year in which a person attains their twenty-second birthday.
- e. Resident adults who are 22 years of age or more, may apply to the principal for special consideration to enroll in the School Division. Such applications shall be forwarded from the principal to the Director of Education/CEO or designate for a decision. If approved, such arrangements may require the person seeking entry to pay a variety of fees including, but not limited to, regularly levied school fees and a tuition cost for each course, subject or program.

### 2. Early School Entrance, Kindergarten and Grade One

- a. *The Education Act, 1995* permits boards of education the opportunity to provide educational programming for children identified with intensive needs who are three years of age or older. Early school entrance students have learning needs that impact numerous areas of performance and require intense and frequent supports according to Ministry criteria. The process for identifying and developing appropriate programming for these students is contained within APM-2300.1 Student Services Procedure Manual.

- b. Children who are at least five years of age as of December 31 of the school year may be admitted to kindergarten, as per Board direction.
- c. Children who are at least six years of age as of December 31 of the school year are to be admitted to grade one, as per Board direction.

**3. Non-Resident Students and Non-Provincial Students**

- a. In general, students attend the school within their designated attendance area in the School Division in which the parent or guardian resides. However, parents who reside outside of the division may apply to the Director of Education/CEO or designate to attend a school in the division. In reviewing the request, the Director will consider:
  - i. Available space in the classroom and school.
  - ii. Available and appropriate resources.
  - iii. Ability to meet educational needs.
- b. Tuition fees may be charged to non-resident students and/or non-provincial students as outlined in the Regulations to *The Education Act, 1995* and/or agreements with other education service providers.

**4. Exchange Students** (may be admitted subject to the following conditions):

- a. The Director of Education/CEO or designate approves the request for admission.
- b. Exchange students who are not eligible for provincial grant recognition pay 100 per cent of the computed tuition fee amount.
- c. Tuition fees are waived for students who are eligible for Ministry of Education grant recognition. Eligible students are those engaged in a year of study in the School Division as part of a Reciprocal Exchange Program.
- d. An exception to the definition of reciprocal exchange program is a program where there are specific one-to-one exchange arrangements between foreign countries and the Province of Saskatchewan (e.g. Rotary Exchange and German Exchange programs).

**5. Non-Canadian Students** (may be admitted subject to the following conditions):

- a. The designated Superintendent of Education will verify the eligibility for admission of all students who are not Canadian citizens.
- b. Following consultation and review of corresponding documents, the designated Superintendent of Education will determine whether or not tuition is required.

**6. International Students** (may be admitted subject to the following conditions):

- a. An application (refer to APF-3000.2) for student admission must be directed to the Director of Education/CEO or designate to determine eligibility to register in the Division.
- b. Enrolment of an international student will occur only after Education Centre approval and upon payment of tuition fees (if applicable) and submission of other appropriate documentation as indicated by the Director of Education/CEO or designate.
- c. Students who last attended school in a country other than Canada may, before admission to a school in the School Division, be required by the principal to have their previous educational standing evaluated by the Ministry.

## **7. Transfers from Other Jurisdictions**

- a. A student shall be admitted at the level to which he or she was entitled by the sending School Division on a provisional basis pending consultation and/or assessment to determine the appropriateness of the level.
- b. A child who has attended kindergarten or grade one in another School Division during the current school year and who does not meet the admission requirements of the School Division shall be admitted at the level to which he or she was entitled by the sending School Division on a provisional basis.
- c. Provisional placements may be changed by the Director of Education/CEO or designate if the placement is found to be inappropriate.

## **8. Student Registration Forms**

- a. All students new to Prairie Valley School Division must have a parent or guardian complete APF-3000.2: Student Registration. Completed forms are to be turned in to the school administration.
- b. When a student enrolls in a Prairie Valley school for the first time, the principal shall require the parents or guardians to submit documentation verifying the student's name, date of birth, and citizenship. The following documents may be used for this purpose:
  - Certificate of Birth
  - Passport
  - Permanent Resident Card or Confirmation of Permanent Residence
  - Status Card
  - Other documentation from Citizenship and Immigration Canada

If for some reason the required documentation cannot be provided at the time of registration, the administrator of the school will consult with the designated Superintendent of Education prior to admitting the student to school.

- c. Principals shall be authorized to assess, collect, and record such information as required for the admission of students to school. It is the responsibility of parents and guardians to submit such information as may be required by the principal.