

# North East School Division - Administrative Procedure



## AP 403 Admission of Students

### References:

The Education Act, 1995  
Ministry of Education

### Related:

[AP 403.1F – Out of Attendance Area Request Form](#)

### Tracking:

Revised 2016  
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### Status:

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TZ- Sept – add the immigration info

## ADMISSION OF STUDENTS

The Board of Education provides the children and parents of the school division learning opportunities within the context of the Board’s vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years but not yet attained the age of twenty-two years have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

The student’s right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the division, or in Board-approved schools or institutions outside the Board’s jurisdiction.

The Board may provide programs and services to persons beyond those required by provincial legislation.

## PROCEDURES

### 1. Resident Students

- a. The principal is responsible for the admission of students who reside in the attendance area of his/her assigned school.
- b. Requests for admission to schools from students living outside the normal attendance area must be submitted to the NESD division office for consideration.
- c. In the case of students requiring special programming, the school attended is to be designated by the Superintendent responsible for Student Support Services.
- d. In communities with more than one school of the same grade configuration, (i.e., Melfort with three K – 6 schools) attendance boundaries will be used to balance enrolment pressures and requests for exceptions will only be approved under extremely unusual circumstances.

Similarly, in communities where the existing school is a “feeder” school that channels students into a high school in a different community, exceptions will only be approved under extremely unusual circumstances.

- e. In adjudicating requests for students to attend a school outside of their attendance area, the following criteria will be considered, in the following order of importance, to determine if transportation will be provided:
  1. Needs  
Has the parent/student met with the school principal in their attendance area to ascertain whether their needs can be met at their assigned school?

2. Curricular

Does the student have documented special educational needs that can be addressed in a better manner in the requested school?

3. Family Support

Does the request keep students in the same school as any of their siblings?

Does the request address the specific needs of the extended family resulting from a family separation?

4. Child Care

Where parents make arrangements for child care outside of their own school attendance area, they are not entitled to have their child(ren) attend the school serving the area where the child care services are provided. Similarly, they are not entitled to transportation arising from the location where the child care services are provided. They may, however, make a request to the NESD division office for alternate school attendance under the provisions of this clause and for transportation where the child care facility is currently provided with transportation for a resident pupil.

- f. In all other instances where a request is granted, transportation will not be provided. In all instances, where permission is granted or denied, appropriate and detailed correspondence will be provided and retained to ensure that a comprehensive record of all exceptions is kept on file.
- g. Any appeal of a decision will be in writing first to the Director of Education and then, if not resolved, to the Board of Education by the parent or guardian and shall specifically identify the section of this administrative procedure which they allege has not been followed.
- h. Resident adults who are, or exceed twenty-two years of age, may enroll in schools of the division with the approval of the Director of Education in consultation with the school principal. A tuition fee will be charged.

**2. Kindergarten and Grade One**

- a. Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.
- b. Children who meet Ministry of Education criteria for a student with a designated disability may enter a school-based preschool program at an earlier age, provided the Director of Education or designate has approved such an admission.

**3. Non-Resident Students**

- a. Saskatchewan students, who are non-residents of the North East School Division, may be admitted subject to the following conditions:
  - i. The student or Saskatchewan school division wishing to enroll a student in North East School Division makes application for admission to the Director of Education or designate.
  - ii. Space, material and appropriate staffing are available to accommodate the student.
  - iii. Tuition fees are charged as outlined in the Regulations to The Education Act, 1995.
  - iv. The non-resident student pays a tuition fee of 100% of the computed amount including any additional fees for English as an additional language or special education services.
  - v. The Director of Education or designate may waive the requirement to pay tuition fees.

- b. Exchange students may be admitted subject to the following conditions:
- i. The Director of Education or designate approves the request for admission.
  - ii. Nonresident students who are not reciprocal exchange students and are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
  - iii. Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.
  - iv. A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade twelve.
  - v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.
- c. Foreign students may be admitted subject to the following conditions:
- i. Students request admission in accordance with North East School Division requirements and directions.
  - ii. Applications are completely processed and returned to the Director of Education or designate by May 15 for enrolment in September. Applications received after May 15 are to be considered for enrolment in February.
  - iii. Appropriate fees are paid when all documentation has been received, and the application approved by the Director of Education or designate.
  - iv. Students who last attended school in a country other than Canada may, prior to admission to a school in the division, be required by the school principal to have their previous educational standing evaluated by the Ministry of Education.

d. Non-Canadian Students/Immigration Students

All students who are not Canadian Citizens will be required to provide citizenship or residency documents before they can be registered in a school in the North East School Division.

A student with Canadian Citizenship is either born in Canada, and/or holds a Canadian passport, and/or holds a valid Canadian Citizenship card or Certificate.

The following are the guidelines for admission to an NESD school:

- i. Parents/Caregivers will contact the North East School Division office with the necessary documentation:
  - Parent's Permanent Canadian Residency Card/Work Permit or Study Permit

#### **4. Transfers from Other Jurisdictions**

- a. 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 Board is to be admitted at the level to which he or she was entitled by the sending Board.
- b. All other students entering the school division are to be admitted and placed provisionally at the level to which they were entitled by their sending Board.

- c. Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.

**5. Documentation**

- a. Principals are required to collect, assess, and record information required for the admission of students to schools.
- b. It is the responsibility of parents or guardians of students to provide information required by the principal.