

POLICY

It is the policy of The Wellington County Board of Education to admit pupils to its regular day schools in accordance with the Education Act.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent to implement this policy in conjunction with administrators of each school, and in compliance with the Admission to Regular Day School Procedures Manual 5018-A.
2. Admission procedures shall be applied systematically in order to ensure compliance with the requirements of the Education Act.

Adopted 1992 11 24

A. AGE RESTRICTIONS

1. In order to be classed as a Resident Student, and entitled to attend school without payment of fees, a pupil must fall within the following age restrictions:
 - a) to enter Kindergarten, the pupil must attain the age of 5 years during the calendar year in which he or she will enter Kindergarten.
 - b) to enter Grade 1, the pupil must attain the age of 6 years during the calendar year in which he or she will enter Grade 1. A pupil who qualifies to enter Grade 1 is of compulsory school age.
 - c) a pupil may attend school until June 30 of the calendar year in which he or she reaches the age of 21 years.

B. RESIDENT PUPILS - ELEMENTARY

1. Only resident pupils, as defined in the Education Act, may be admitted by the Principal to an elementary school.
2. As outlined in the Act, and to be considered for admission, the pupil, or the pupil's parent/guardian must show evidence that:
 - a) the pupil has reached the qualifying age for Kindergarten or Grade 1 as defined in Section "A" above; and
 - b) the pupil is a Canadian Citizen or Landed Immigrant; and
 - c)
 - i) the pupil resides with the parent or guardian who is not a separate school supporter; or
 - ii) the parent or guardian is assessed for public school taxes in the school section, according to the Education Act.

3. When the conditions outlined in numbers 1 and 2 above cannot be complied with, the parent/guardian, or the pupil where the pupil is an adult, must be referred immediately to the Superintendent of Operations, and shall not be admitted to school until direction is received.
4. Children who are Wards of the Children's Aid Society (C.A.S.), who are to be registered by a C.A.S. worker, and who meet the age requirements of the school may be enrolled. NOTES: (a) The Superintendent of Program should be contacted prior to registration; (b) No commitment to any special services can be made by the Principal.

C. RESIDENT PUPILS - SECONDARY

1. Only resident pupils as defined by the Education Act, may be admitted by the Principal to a secondary school.
2. As outlined in the Act, and to be considered for admission, the pupil, or the pupil's parent/guardian, must show evidence that:
 - a) the pupil is a Canadian Citizen or Landed Immigrant; and
 - b)
 - i) he and his parent or guardian reside in Wellington County; or
 - ii) he and his parent or guardian is assessed property taxes in Wellington County in accordance with the Education Act; or
 - iii) the pupil resides in Wellington County and is the owner or tenant of property which is assessed as a separate unit; or
 - iv) the pupil is 18 years of age or older and has resided in Wellington County for the twelve months immediately prior to his request for admission to a secondary school, subject to paragraph 3 below.

3. Any applicant 21 years of age or older must provide proof of public school tax support to the Principal in order to be considered for admission.
4. When the conditions outlined in numbers 1 and 2 above, or number 3 above, cannot be complied with, or where the pupil has attended one or more secondary schools for a total of seven or more years, the pupil, or the parent/guardian of the pupil in the case of a minor pupil, must be referred immediately to the Superintendent of Operations and shall not be admitted to school until direction is received.
5. Children who are Wards of the Children's Aid Society (C.A.S.), who are to be registered by a C.A.S. Worker, and who meet the age requirements of the school may be enrolled. NOTES: (a) The Superintendent of Program should be contacted prior to registration; (b) No commitment to any special services can be made by the Principal.

D. ALL OTHER PUPILS

1. Pupils whose status is not confirmed as detailed in Sections A, and B, or C, shall be referred to the Superintendent of Operations, and will fall under one or more of the following categories:
 - a) Exchange students
 - b) Refugee claimants
 - c) Foreign persons holding Visitor Visas
 - d) Canadian Citizens or Landed Immigrants arriving from outside Ontario
 - e) Canadian Citizens from outside Canada
 - f) Canadian Citizens or Landed Immigrants whose parents/guardians live outside Wellington County but within Ontario
 - g) Canadian Citizens or Landed Immigrants whose parents/guardians live outside Ontario
 - h) Persons over 21 years of age who cannot provide proof of school tax support
 - i) Persons who have attended secondary school(s) for 7 or more years
 - j) Persons living on tax exempt land

- k) Persons carrying a Minister's Permit issued by the Government of Canada
 - l) Persons whose parent(s) is/are in Canada with an Employment authorization or a Minister's Permit issued by Employment and Immigration Canada
 - m) Children under the age of 18 who have removed themselves from the parental home, and whose parents do not reside in Wellington County.
 - n) Persons whose parents/guardians are in Canada as convention Refugee(s) under the Immigration Act
 - o) Persons having Student Authorization to attend a University or College
 - p) Persons residing with the non-custodial parent and whose custodial parent resides outside Wellington County
 - q) Persons who are 18 years of age, or older who have not resided in Wellington County for the twelve months immediately preceding their request for admission to school
 - r) Students residing in a temporary shelter.
2. The status of all persons referred to the Board Office will be assessed by the Superintendent of Operations in accordance with the appropriate sections of the Education Act, as to right or permission to attend school and as to imposition of fees.
 3. Persons who require, and qualify for, a Student Authorization from Employment and Immigration Canada will be provided with proper documentation.
 4. When all requirements are completed, and any necessary fees have been paid, the pupil will receive a yellow STUDENT ENROLMENT PERMISSION FORM which must be presented to the school for enrolment. (See 5801-1.)
 5. When the pupil transfers or retires from school, the school must send to the Superintendent of Operations a copy of the STUDENT ENROLMENT PERMISSION FORM, (5801-1) with the transfer/retirement information (Section III of the Form) completed, and, in the case of transfer, forward the original form to the receiving school.

6. A visiting student, from another school district, Province or Country may, with the permission of the Principal, visit an elementary or secondary school for a maximum of three school days, provided that their names have been entered in the Visitors Book, and the visitor is accompanied throughout the day by a registered student.
7. Students vacationing in Wellington County, i.e. those persons wishing to attend school but who do not qualify as resident pupils and who do not qualify for a Student Authorization from Employment and Immigration Canada are not admitted to Wellington County schools.
8. A Principal may delay admission of an applicant who is 16 years of age or older, where there is reason to believe that the applicant may not be able to succeed in the selected courses or program, in order that the applicant's scholastic history may be verified.



THE WELLINGTON COUNTY BOARD OF EDUCATION

5018-1

STUDENT ENROLMENT PERMISSION FORM

JMD: 91-07

TO: PRINCIPAL

DATE: _____

FROM: SUPERINTENDENT OF OPERATIONS

The student noted below may be enrolled effective on the date noted. This form is to be retained until expiry, transfer or retirement, at which time Section III is to be completed and the entire form returned to this office.

SECTION I - ADMISSION INFORMATION (To be completed by Board Office)

Admission [] Student Name _____ Birthdate _____
Renewal [] Surname First Second Day Month Year

School _____ Grade _____

Persons with whom student residing: [] Parents [] Legal Guardians [] Other _____ (Relationship)

Name _____ Telephone Number _____

Address _____

Twp. _____ Conc. _____ Lot _____ County _____

Student's Home Address, if applicable _____

Home Telephone _____

Approved for admission to school _____ Superintendent of Operations

Table with 2 columns: Effective Date, Expiry Date

Information re student :

SECTION II - FEES RECEIVABLE, IF APPLICABLE:

Per Month : \$ _____ Per Annum: \$ _____ on behalf of _____

Postdated cheques for _____ Paid By: _____ (signature)
(print name)

SECTION III - TRANSFER, RETIREMENT OR EXPIRY

To be completed by Principal and returned to the office of the Superintendent of Operations)

School _____ Grade _____

Transfer [] Retirement [] Expiry []

Name and location of destination _____

Date _____ Principal's Signature _____

By: School, Parent/Guardian, Student

The following MUST be referred to the Superintendent of Operations for admission:

1. Individual from outside Wellington County, but in Ontario, and residing with a friend or relative in Wellington County.
2. Individual from another Board (outside present Agreements with certain Boards).
3. Student living with non-custodial parent and custodial parent living outside Wellington County.
4. Foreign students who are not Landed Immigrants.
5. Individuals who are visitors for a short period of time.
6. If 18 years old, living independently, and does not have one year residency in Wellington County.