



Niagara Catholic District School Board  
**ADMISSION OF ELEMENTARY AND  
SECONDARY STUDENTS' POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

Policy No 301.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: November 28, 2023

The provisions of the *Education Act*, along with other relevant legislation and Board Governance Policies and Administrative Operational Procedures shall determine admission to elementary and secondary schools in the Niagara Catholic District School Board.

- i. Elementary and secondary students shall be admitted to the geographically designated home school. The residential address of the parents/guardians of a student or adult student will determine the designated home school with proof of residency as required by the principal.
- ii. The principal/vice-principal, in consultation with the parents/guardians or adult student is responsible for placing the student in the most appropriate program.
- iii. Elementary and secondary students are expected to fully participate in required instructional classes including religious education, family life programs and faith life activities.
- iv. Elementary and secondary students shall be granted transportation in accordance with the [Student Transportation Policy \(500.2\)](#).

## ELEMENTARY AND SECONDARY ADMISSION NON-ROMAN CATHOLIC

### Elementary School Admission Non-Roman Catholic

Parents/Guardians requesting to register a student in a Niagara Catholic elementary school, who is not eligible to direct their school support to the Catholic Board, must complete and submit the online Registration Form and the Request for Admission Form (non-Roman Catholic).

The admission of a non-Roman Catholic student will require the recommendation from the school principal/vice-principal of the school, and the approval of the Family of Schools' Superintendent of Education.

Parents/Guardians have the responsibility to notify the school of any changes regarding biographical information in order to maintain accurate student records.

### Secondary School Admission Non-Roman Catholic

In accordance with *Section 42* of the *Education Act*, non-Roman Catholic students will be accepted into Catholic secondary schools of the Board and are expected to fully participate in required classes, including religious education, family life programs and faith formation activities.

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic secondary school will:

- i. successfully achieve a credit in Religious Education for every year of attendance, up to graduation (total of four (4) Religious Education Credits),
- ii. participate fully in the faith life activities of the Catholic secondary school, and
- iii. respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

### Elementary and Secondary Graduation Ceremonies

Students who qualify for graduation will be invited by the principal to participate in faith-based elementary or secondary Catholic graduation ceremonies providing they meet all of the Ministry of Education, Board and school-based graduation expectations. The expectations include, but are not limited to, participation in

religious education and faith life activities, being a student in good standing and fulfilling the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board.

## REQUIRED DOCUMENTATION: ELEMENTARY AND SECONDARY

### Responsibility of Parents/Guardians or Adult Student

It is the responsibility of the parents/guardians or adult student to complete and submit the required Niagara Catholic Admission Forms (where applicable) through the Niagara Catholic [online registration portal](#). Upon submission, notification is sent directly to the school and administration will contact the parents/guardians or adult student to request a meeting and/or additional documentation to complete the registration process.

- [Elementary Student Registration Form - Appendix A](#)
- [Secondary Student Registration Form - Appendix B](#)
- [Application for Direction of School Support – Appendix C](#)
- [Roman Catholic School Assessment Lease – Appendix D](#)
- [Request for Admission Form \(Non-Catholic/Out-of-Boundary\) – Appendix E](#)
- [Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding – Appendix F](#)
- [International Student Application Form – Appendix G](#)
- [Renewal International Student Application Form – Appendix H](#)

In addition, it is the responsibility of the parents/guardians or adult student to provide original documentation or a copy certified as original (where applicable) for the following:

- Proof of age: Birth Certificate, Statement of Live Birth or Passport
- A Roman/Eastern Rite Catholic Baptismal Certificate. If the student has not been baptized, the student may be admitted if one legal parent/guardian can provide a Roman/Eastern Rite Baptismal Certificate. If necessary, a letter from a pastor certifying that the student or legal parent/guardian has been baptized in the Roman/Eastern Rite Catholic will be accepted in lieu of a Baptismal Certificate.
- Proof of Immigration Status
- Court Order
- International Student Letter of Confirmation

The principal is to ensure that the Niagara Catholic Registration Checklist (internal use only) and copies of all relevant registration documents are placed in the student's OSR.

## ATTENDANCE AREA EXCEPTIONS: OUT-OF-BOUNDARY

In accordance with the *Education Act*, the Niagara Catholic District School Board has established boundaries for student attendance.

If, parents/guardians request to register a student or where applicable adult student in a Niagara Catholic school other than their home school, a Request for Admission Form (Out-of-Boundary) must be completed and submitted to the principal/vice-principal of the school for consideration.

Approval for an out-of-boundary admission request:

1. Prior to the consideration
2. An elementary/secondary out-of-boundary request will require a recommendation from the receiving school principal/vice-principal, approval from the home school principal/vice-principal and the approval of the Family of Schools' Superintendent of Education.

3. Permission to attend will remain in effect for the duration of a student's attendance at the school, unless otherwise notified by the principal of the school and approved by the Family of Schools' Superintendent of Education.

Transportation for an approved out-of-boundary admission request shall be the sole responsibility of the parents/guardians or where applicable adult student.

Approved attendance area exceptions are for the identified school boundaries at the time of the approval. Any changes which occur to the attendance area boundaries may require attendance area exceptions for those families currently registered to attend the school within the boundaries of their residence.

Parents/Guardians or adult students have the responsibility to notify the principal/vice-principal of changes to their residency status and/or circumstances for the initial attendance area exception request.

Approval for Out-of-Boundary requests will not be granted into:

- Schools identified by Board motion
- Schools at or above on-the-ground capacity (no surplus space) unless there is available childcare.

Any exemptions to these specific exceptions will require the approval of the principal, and the Family of Schools' Superintendent of Education:

- Out-of-Boundary approval will be granted with admission into a Board approved academic program that is not offered at the student's home school.
- Unless otherwise approved, transportation for an out-of-boundary Board approved academic program that is not offered at the student's home school shall be the sole responsibility of the parents/guardians or adult student.

## FRENCH IMMERSION PROGRAM

The provision of the Niagara Catholic's-French Immersion programs is based on program viability, which may include, but is not limited to, factors such as enrolment, legislation, qualified staff, programming requirements, school space accommodations, and school site locations, which may change from time to time, in consultation with affected school communities.

The Director of Education and the Superintendent of Education, Program and Innovation will confirm the location of French Immersion Programs in the Board.

### **Elementary French Immersion Program**

#### **Entry Point**

The entry point for French Immersion Programs is Kindergarten. Upon the approval of the school principal and the appropriate Family of Schools' Superintendent, a student may enter the program at another point provided the student's accumulated hours in the French Immersion Program qualifies the student for successful recognition in completing the requirements of this program.

#### **Attendance**

Students enrolled in the French Immersion Program are to attend the Family of Schools designated French Immersion school site based on their home address. Any out-of-boundary requests will follow the Attendance Area Exceptions process outlined in this Policy and the Student Transportation Policy.

#### **Registration**

There are a limited number of spots available for students entering the French Immersion Programs. Where necessary, registration waitlists will be developed for each designated French Immersion school site.

- **Sibling Pre-registration**

Siblings of current elementary French Immersion students who are entering Kindergarten are provided with the first opportunity to pre-register on-line for the French Immersion Programs at their designated Family of Schools site by December 15<sup>th</sup> of the year preceding the September enrolment in the French Immersion Program.

Siblings not pre-registered by the indicated date will then be required to follow the on-line open pre-registration process outlined below.

- **Open Pre-registration**

Open pre-registration for French Immersion Programs is on-line at a designated date and time posted on the Board website.

The pre-registration must be completed and submitted using the Board on-line registration portal during the indicated pre-registration window. It is the sole responsibility of the parents/guardians to ensure that they have registered their student at the correct French Immersion school site and grade.

Each pre-registration is dated and time stamped and rank ordered. The applicant will receive email notification confirming pre-registration of their student.

Admission will be determined by pre-registration ranking. The applicant will receive notification from their Family of Schools' French Immersion school site regarding the status of their student's pre-registration prior to the March Break of the current school year, i.e. admission into the French Immersion Program or placement on the waitlist. Successful applicants will be required to complete the registration process for their student by June 1<sup>st</sup> of the current school year.

### **Transportation**

Students enrolled in the French Immersion Programs, where eligible, will be provided with transportation to their local Family of Schools designated French Immersion school site in accordance with the Board's Transportation of Students Policy.

### **Secondary French Immersion Program**

#### **Attendance**

Designated Niagara Catholic secondary school sites will endeavour to offer credits in French, based on viability and enrolment, to enable a student to qualify for the French Immersion Certificate. Any out of boundary requests will follow the Attendance Area Exceptions process outlined in this Policy and the Student Transportation Policy.

#### **Program Requirements**

All Niagara Catholic students are required to successfully complete 30 credits in order to complete the requirements for the Ontario Secondary School Graduation Diploma. Secondary school students must accumulate a minimum of ten (10) French Immersion credits to qualify for the French Immersion Certificate upon graduation.

### **NON-RESIDENT OF CANADA (VISA) STUDENT**

The designated Superintendent of Education may approve the admission of a non-resident student in accordance with the *Education Act*. Such approval shall be reviewed annually.

- The student must obtain approval from the designated Superintendent of Education prior to admission into any school.

- The International Student Application form must be completed. Prior to admission into any school, a Visa student will be provided with a letter from the designated Superintendent of Education confirming attendance.
- A Visa student shall be charged the fee determined by the Board.

## **RESIDENTS OF ONTARIO BUT OUTSIDE OF THE NIAGARA REGION**

Parents/Guardians or adult students who reside in Ontario, but outside of the Niagara Region, may request to register a student in a school within the Niagara Catholic District School Board in compliance with the Admission of Elementary and Secondary Students and Attendance Areas Policies and Administrative Operation Procedures.

A student, whose legal residence is outside the jurisdiction of the Niagara Catholic District School Board, but within Ontario requesting admission to a school under the jurisdiction of the Board, may have fees paid by the resident Board. Such a request is to be accompanied by a statement from the resident Board indicating fees will be paid on behalf of the student. Where fees are not paid, approval must be obtained from the Director of Education and are reviewed on an annual basis.

## **EXCHANGE STUDENTS**

A student approved as an Exchange Student will participate in reciprocal, school-based programs, provided in co-operation with the Canadian School Authorities and the foreign exchange partners of the International Student Exchange-Ontario (ISE) in compliance with the Admission of Elementary and Secondary Students Governance Policy and Administrative Operational Procedures.

## **STUDENTS WITH IMMIGRATION DOCUMENTS**

A student identified as a: Non-Landed Immigrant, Permanent Resident, Refugee, Work Permit, or Diplomatic Status, will be admitted in accordance to the Ontario Education Statues and Regulations, following Immigration Canada Laws and procedures, and in compliance with the Admission of Elementary and Secondary Students Policy and Administrative Operational Procedures.

A principal/vice-principal who receives immigration documents from a student applying for admission will review the documents for eligibility and request completion of the Confirmation of Eligibility Form. The principal/vice-principal will ensure that the information is completed according to the immigration documents provided.

## **EXPELLED STUDENTS**

An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the principal/vice-principal, parents/guardians, the student or where applicable adult student will determine an appropriate placement recommendation.

## **EXTENUATING CIRCUMSTANCES**

A request for school admission, which has extenuating, and/or compelling family circumstances, shall be submitted in writing to the Family of Schools' Superintendent of Education for consideration.

## REFUSAL OF ADMISSION

Public school supporters who wish to register their children in Catholic elementary schools within the Niagara Catholic District School Board may be refused admittance when:

- the school has reached full capacity,
- the student does not reside within the established school boundary
- the student has received a full expulsion (alternate programming will be made available),
- the student's presence will present a safety risk for other students, and/or
- the public system is on strike.

Students may be refused admittance to secondary schools within the Niagara Catholic District School when:

- the student does not reside within the established school boundary,
- the student has received a full expulsion (alternate programming will be made available),
- the student's presence will present a safety risk for other students, and/or
- the public system is on strike.

## ADMISSION APPEALS

Parents/guardians or adult students may appeal an admission decision in writing to the Family of Schools' Superintendent. The Family of Schools' Superintendent of Education will communicate the decision to the parents/guardians or adult students.

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