

## STUDENTS

## H-WCDSB POLICY MANUAL

### SCHOOL ADMISSIONS

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#### POLICY

1. The Admission Policy of the Hamilton-Wentworth Catholic District School Board is based on the school support status of the parents or guardians, their acceptance of the special characteristics of Catholic education and desire for their children to grow in a sense of values and faith, as well as their commitment to uphold the Catholic character of the school.
2. The Hamilton-Wentworth Catholic District School Board will admit, to its schools, students who are eligible under the Acts and Regulations of the Province of Ontario and live in a residence assessed for Catholic School support within the jurisdiction of the Board. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted under certain conditions and circumstances as outlined in this policy.
3. Admission to a Catholic school within the jurisdiction of the Board will be granted subject to an understanding and acceptance by the applicant of the Catholic character of the school. The applicant must understand that the school, by its very nature, is Christ centred, that all programs are taught in the context of Gospel values and the teachings of the Catholic Church, and that Catholicity permeates the entire curriculum and climate and is not confined only to Religious Education classes. The Board emphasizes that the transmission of the school's Catholic culture is integrated into everything the school does, and therefore expects that the student will participate in all prayer/liturgical activities.
4. The participation in liturgical activities by non-Catholic students is subject to Church regulations governing the reception and celebration of the sacraments.
5. For the purpose of this policy, Roman Catholic shall mean a member of the Roman Catholic Church or member of the Eastern Rite Catholic Church that is in union with the See of Rome.

### Elementary Schools

6. Admission to Elementary Schools operated by the Board shall be permitted subject to the following circumstances, proper documentation and other requirements:

- a) Catholic Child of Compulsory School Age

The Board shall admit the child of compulsory school age who will attain the age of six years on or before December 31 of the school year and whose parent/guardian is a Catholic school supporter within the jurisdiction of the Hamilton-Wentworth Catholic District School Board.

- b) Catholic Child of Kindergarten Age

The Board shall admit the child who will attain the age of five years on or before December 31 of the school year and whose parent/guardian is a Catholic school supporter within the jurisdiction of the Hamilton-Wentworth Catholic District School Board.

- c) Catholic Child of Junior Kindergarten Age

The Board shall admit the child who will attain the age of four years on or before December 31 of the school year and whose parent/guardian is a Catholic school supporter within the jurisdiction of the Hamilton-Wentworth Catholic District School Board.

- d) Catholic Child/Parent/Guardian Non-Catholic School Supporters

The Board may admit the child who is baptized Catholic if:

- i) the parent/guardian is eligible and agrees to become a Catholic school supporter; or

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## POLICY (cont'd)

- ii) the parent/guardian is not able to change the required school support status, application for admission will be subject to the review process and decision of the School Admissions Committee.

- e) Non-Catholic Child/Parent/Guardian Catholic School Supporters

The Board may admit the child who is not baptized, but whose parent/guardian is a Catholic school supporter. The parent/guardian will be required to meet with the School Admissions Committee and to complete the Admission Expectations for Students form acknowledging acceptance of the admission requirements.

- f) Non-Catholic Child - Parent/Guardian Non-Catholic School Supporters

The Board may admit the non-Catholic elementary school child whose parent/Guardian is not a Catholic school supporter following a review of the application for admission by the School Admissions Committee as per policy statement number 6. The parent/guardian will be required to complete the Admission Expectations for Students form acknowledging acceptance of the admission requirements.

- g) Catholic Child - Catholic Parent/Guardian Living Temporarily in a Residence

The Board may admit the child whose parent/guardian, in the best judgement of the Principal, will become residents in the jurisdiction of the Board, and will become a Catholic school supporter - subject to the admission requirements contained in policy statement number 5 (a) through (c).

- h) Catholic Children-More Than One Child in Family-To Be Registered with Same Board

Elementary age children within one family should all be registered with the same Board. Special circumstances will be reviewed by the School Admissions Committee on a case-by-case basis.

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## POLICY (cont'd)

## 7. School Admissions Committee

- a) The School Admissions Committee shall consist of the designated Superintendent and Principal of the school. An invitation to attend shall be extended to the pastor of the parish.
- b) The School Admissions Committee, in making its decision, shall, subject to the availability of space in the school and the class to which the child would be admitted, ascertain that:
  - i. the parent/guardian desires a Catholic education for the child in keeping with the desired outcomes of a Catholic education as outlined in this policy;
  - ii. evidence exists that the request is based neither on family convenience nor friction with public school authorities; and
  - iii. the parent/guardian agrees to complete the necessary admission requirements including the Admissions Expectations for Students form acknowledging acceptance of the admission requirements.

### Secondary Schools

8. Admission to a secondary school operated by the Board shall be admitted subject to the following circumstances, documentation and other requirements:
  - a) All students within the jurisdiction of the Hamilton-Wentworth Catholic District School Board have a right to attend a secondary school operated by the Board subject to the conditions as outlined in policy statement number 8(b) and (c).
  - b) Secondary School Admission Priorities

Admission to a secondary school within the Board's jurisdiction shall be admitted in the following order of priority:

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## POLICY (cont'd)

- i) grade 8 students from Catholic schools within the jurisdiction of the Board
- ii) grade 8 open access students within the jurisdiction of the Board
- iii) new resident students in the school's catchment area
- iv) students living within the school's catchment area transferring from other secondary schools
- v) students not living within the school's catchment area transferring from other secondary schools

The last two groups of students may be put on a waiting list until such time needed to determine whether spaces are available after all students in the first three groups have been accommodated.

## c) Secondary School Admission Registration Requirements

- i. When a student applies for admission to one of the Board's secondary schools, he/she does so on the understanding of policy statement number 3., and 4., availability of space and provision of the necessary documentation. It shall be explained to the applicant at registration that he/she has selected a school with an excellent academic reputation, a full co-instructional program, excellent facilities and, most importantly, a deep commitment to the school's role as a Catholic institution.
- ii. The applicant shall also be advised that when enrolling at the school, he/she accepts the entire program including enrolment in the religious education course each year, wearing of the school uniform, acceptance of the school's Code of Student Behaviour, Safe School policy and most importantly, respect and recognition of the Catholic nature of the school.
- iii. Upon acceptance of the Board's Secondary School Admission Registration Requirements, both the student applicant and parent will be required to sign an Agreement of Understanding form acknowledging acceptance of the admission requirements

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## POLICY (Secondary Schools) (cont'd)

- iv. In the event that the student applicant and/or parent/guardian refuses to accept the said registration requirements, admission to the school (or a school within the Board's jurisdiction) will be denied.

## Eastern Christian/Orthodox Churches-Not in Full Communion with Rome

## 9. Admission Requirements/Protocols-Elementary Students

- a) Students affiliated with Eastern Christian/Orthodox Churches not in full communion with Rome who are currently enrolled will continue attending without any interruption.
- b) The Board may admit the student whose parent/guardian are members of an Eastern Christian/Orthodox Church not in full communion with Rome but such a request for admission would be treated as a School Admission and would require the approval of the School Admissions Committee.
- c) There have also been situations where the parents of students from the same Eastern Christian Churches not in full communion with Rome insisted on describing themselves as Catholics, in union with Rome, despite the information to the contrary documented in the Baptismal certificates of their children. This situation has both legal and pastoral implications. According to Ontario law, only Catholic parents (at least one), including Eastern Rite Catholics who are in union with the See of Rome, are allowed to be Catholic School supporters and subsequently have the right to send their children to a Catholic elementary school within their boundary. Non-Catholics **students** may apply for School admission but their request must be approved by a School Admissions Committee.

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## POLICY (Cont'd)

## Immigration Status

10. a) Admission of students is governed by Board Policy *School Admissions Section S.A.01*. Please refer to the chart below as a guide for admission:

Immigration Status	Study Permit Required	Fee Applicable	
Canadian citizen	No	No	
Permanent Resident	No	No	
Unlawfully in Canada	No	No	
<b>Temporary Resident</b>			
Immigration Status	Study Permit Required	Fee Applicable	
Parent Visitor Class (no authorization to study or work)	Do Not Register		
Child Visitor Class (no parent & child authorized to study)	No	Yes	There may be exemptions to the application of fees Refer to Sec. 49 (7) of The Education Act
Parent Student Class (parent authorized to study)	No	<b>No</b>	
Child Student Class (no parent & child authorized to study)	No	Yes	
Parent Work Class (parent authorized to work)	No	No	
Parent Temporary Resident Permit	No	No	
<b>Government of Canada</b>			
<b>Diplomatic Status</b>	<b>No</b>	<b>No</b>	
<b>Visiting forces dependent status</b>	<b>No</b>	<b>No</b>	
<b>Refugee and/or refugee claimant</b>	<b>No</b>	<b>No</b>	
<b>Out of Province student</b>	<b>No</b>	<b>Yes</b>	

**Fees are payable in advance by certified cheque, bank draft or money order to the Hamilton-Wentworth Catholic District School Board.**

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## POLICY (Cont'd)

Note:

1. Any child may not be admitted as a student of the Board under circumstances such as;
  - a) When a child has not completed a program of vaccination against communicable diseases required by the *Immunization of School Pupils Act; R.R.O. 1990, Reg. 645, as am. O. Reg. 299/96; 443/03*. **It is the parent(s)/guardian(s) responsibility to ensure the Public Health Department has current immunization information.**
  - b) When the principal believes a child may be infected with or exposed to a communicable disease requiring an Order under Section 22 of the *Health Protection and Promotion Act; (Education Act S 265 (1) (l)*
  - c) When the principal believes admission of the child to the school would be detrimental to the physical or mental well being of the pupils. *(Education Act S 265(1) (m)*
  - b) Any child coming to Canada, with or without a parent, should have applied and received a study permit. Notwithstanding, once in Canada, they are not required to have a permit in order to be admitted as a student .
  - c) Study permits are not required for JK or K (preschool) or any program of study of less than six months.
  - d) A child born outside of Canada to a Canadian parent is entitled to attend school in Canada.
  - e) If a Canadian Citizen marries a non-Canadian citizen who has a non-Canadian child, the child can only attend school in Canada (without a fee) in the event the Canadian citizen has either adopted the child or has legal guardianship of the child.



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## POLICY (Immigration Status) cont'd

- f) **A student who is a participant in a Board/Ministry of Education approved educational exchange program may be admitted, provided that a reciprocal agreement has been signed between the Board and the educational exchange organization whereby the pupil of the Hamilton-Wentworth Catholic District School Board will also be scheduled to attend a school outside of Canada without the payment of a fee. The reciprocity must be fulfilled within two (2) years of the date of the first student exchange.**

## REGULATIONS

1. The Education Act and Regulations
  - a) The age of admission for all students, shall conform with the provisions of the Education Act (Compulsory Attendance [Sec. 21(1)(a)], Kindergarten [Sec.34(1)], Junior Kindergarten [Sec.34(2)].
2. The Immigration Act (Canada)
3. Immigration and Refugees Protection Act
4. Immunization of School Pupils Act - Regulation 645 General R.R.O. 1990
5. Assessment Act

## PROCEDURES

## Elementary Schools

1. Elementary School Registration Requirements

Upon receipt of a request for admission it is to be clearly stated to the parent/guardian that failure to provide the following school registration documents will necessitate denying admission to the school:

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## PROCEDURES (cont'd)

- a) Catholic Child of Compulsory School Age/Kindergarten Age/Junior Kindergarten Age
  - i) Birth Certificate
  - ii) Catholic Baptismal Certificate
  - iii) Proof of Residency e.g. **property tax bill**, utility bill etc.
  - iv) **Proof of English Separate School support e.g. property tax bill or MPAC Property Assessment Notice (School support forms are also available from the school)**
  - v) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
  - vi) **Proof of status in Canada** (where applicable)
  - viii) Health Information (e.g. allergies, health support services)
  - ix) Court Order re: Custody Provisions (where applicable)
  
- b) Catholic Child-Parent/Guardian **Public** School Supporters
  - i) Birth Certificate
  - ii) Catholic Baptismal Certificate
  - iii) Proof of Residency e.g. **property tax bill**, utility bill etc.
  - iv) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
  - v) **Proof of status in Canada** (where applicable)
  - vi) Health Information (e.g. allergies, health support services)
  - vii) Court Order re: Custody Provisions (where applicable)
  - viii) Approval of the School Admissions Committee and Admission Expectations for Students' form
  
- c) School Child - Parent/Guardian Catholic School Supporters
  - i) Birth Certificate
  - ii) Proof of Residency e.g. **property tax bill**, utility bill etc.
  - iii) Verification of Catholic school support

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## PROCEDURES(cont'd)

- iv) Copy of the Baptismal Certificate of the Catholic Parent/Guardians to be placed in the Child's O.S.R.
  - v) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
  - vi) Health Information (e.g. allergies, health support services)
  - vii) Court Order re: Custody Provisions (where applicable)
  - viii) Approval of the School Admissions Committee and Admission Expectations for Students' form
- d) Catholic Child - Catholic Parent/Guardian Living Temporarily in a Residence
- i) Birth Certificate
  - ii) Baptismal Certificate
  - iii) Verification of intentions to become a resident in the jurisdiction of the Board and Catholic school supporter
  - iv) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
  - v) **Proof of Status in Canada** (where applicable)
  - vi) Health Information (e.g. allergies, health support services)
  - vii) Court Order re: Custody Provisions (where applicable)

### Secondary Schools

#### 2. Secondary School Admission Registration Requirements

Upon receipt of a request for admission it is to be clearly stated to the student, parent/guardian that failure to provide the following school registration documents will necessitate denying admission to the school:

- i) Birth Certificate
- ii) Proof of Residency e.g. **property tax bill**, utility bill
- iii) **Proof of Status in Canada**
  - Student Permit (where applicable)
  - Landed Immigrant Status (where applicable)
  - Refugee Status

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## PROCEDURES (cont'd)

- iv) Transcripts from last school attended
- v) Last report card
- vi) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
- vii) Health Information (e.g. allergies, health support services)
- viii) Court Order re: Custody Provisions (where applicable)

Eastern Christian/Orthodox Churches  
Not in Full Communion with Rome

## 3. Admission Requirements/Protocols

- 1) The documentation required for the admission of an elementary student affiliated with Eastern Christian/Orthodox Churches not in full communion with Rome shall include:
  - i) Birth Certificate
  - ii) Baptismal Certificate
  - iii) Proof of Residency e.g. **property tax bill**, utility bill
  - iv) Immunization Record **shall be provided to the City of Hamilton Public Health Department by the parent(s)/guardian(s)**
  - vi) **Proof of Status in Canada** [where applicable]
  - vii) Health Information [e.g. allergies, health support services]
  - viii) Court order re: custody provisions [where applicable]
- 2) The student's registration record shall reflect his/her Eastern Christian/Orthodox affiliation.
- 3) The parent/guardian of a student will be required to consult the Pastor of their respective Eastern Christian Church and the Episcopal Vicar for Education for the Diocese of Hamilton regarding the initiation, preparation for, or continued participation of their child in, the sacraments celebrated at school.

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## PROCEDURES(cont'd)

- 4) Where a parent/guardian has no records and is unable to obtain them from their country of origin, the family concerned shall be directed to discuss the matter with, and have it resolved by, the Episcopal Vicar of Education for the Diocese of Hamilton.
- 5) Subsequent to the child's admission, the following steps shall be taken:
  - the name of the Eastern Christian Church is to be registered in the space marked A Religion of the admission form.
  - for statistical purposes, a copy of the student's baptismal certificate is to be sent to the Religion and Family Life department at the School Board.
6. Other Admission Requirement Questions

For any other questions pertaining to the admission of a student within the Board's jurisdiction, the Superintendent of the school shall be consulted.

BM 20 JAN 87, 17 DEC 02, 1 JUN 04, 7 JUN 05, 29 JUN 10, 7 APR 15

RELATED BY-LAW(S): 7.02

RELATED BOARD COMMITTEE: Religion, Family Life and Instructional Services

POLICY REVIEW DATE: Five (5) years