

## STUDENT RESIDENCY AND ADMISSIONS

### Background

The Division exists to provide a Catholic education for all resident students of the Division appropriate to their educational requirements. This stated, the Division does expect non-catholic applicants to apply for admission to its schools and it is the practice of the school jurisdiction to accept non-resident pupils in the school requested by the parent if there are sufficient resources and facilities available to accommodate the student.

The Division shall enrol all of its resident students and direct them to one of its schools as appropriate, or where warranted, direct them to a school in another Division. The Division shall enrol resident students of another Division in the school requested by the parent if there are sufficient resources and facilities available to accommodate the student.

The Division shall enrol a resident student of the Alberta government in one of its schools as requested by the Minister if the student is residing within the Division.

### Definition

A resident student of the Division is one who:

1. Is baptized Catholic; or
2. Has at least one parent who is baptized Catholic; or
3. Under the authority of the Child Welfare Act, has been placed in a foster home where the foster parent is resident of the Division; and
4. Resides within the Division boundaries as indicated by Alberta Education;
5. Is at least six years of age or older by December 31st of the current school year;
6. Is nineteen years of age or younger as of September 1 of the current school year;
7. In the case of a kindergarten student, is at least 5 years of age or older by December 31st of the current school year;
8. Students who do not comply with the conditions outlined above are considered non-resident students.

### Procedures

1. Resident students are defined in accordance with Section 4 of the Education Act
2. The Division shall not charge tuition fees for resident students, resident students of any other Division or resident students of the Alberta government. The Division may charge

tuition fees (not to exceed actual costs) to any other individual who attends one of its schools. These fees will be allocated to the appropriate school-based account.

3. Residency of independent students [as defined by the Education Act, Section 4 will be determined by where the student resides rather than where his/her parent(s) reside.
4. Resident students residing in a designated attendance area for a school shall be enrolled in that school and attendance is compulsory if a program offered in that school is suitable for the student. A resident student of the Division who resides in a designated attendance area for a school shall be given priority over a student who does not reside in the designated area for that school if there are insufficient resources and facilities to accommodate both students.
5. In the event that a resident student becomes a non-resident, the Division shall not assume responsibility to provide transportation for the student.
6. Admissions to Early Childhood Education programs will be made in accordance with this administrative procedure and with Administrative Procedure 300 Appendix: Early Childhood Education Eligibility.
7. The principal, in consultation with the Superintendent/Designate, is responsible for determining if there are sufficient resources and facilities to accommodate non-resident students subject to the following criteria:
  - 7.1 A program that is suitable to the educational needs of the student must be available.
  - 7.2 Sufficient qualified staff must be available.
  - 7.3 Sufficient classroom space and learning resources must be available.
  - 7.4 The non-resident student/parent/guardian will be interviewed by the principal/designate prior to enrolment. The principal may only contact the previous school for relevant information about the student and program after permission is granted from the parent/guardian.
  - 7.5 After September 30<sup>th</sup>, the principal will contact the Director of Student Services to determine availability of funding to support exceptional learning needs prior to enrolment.
8. Parents/guardians, as required in the Alberta Human Rights Act, will receive notice of religious permeation when they complete a Student Registration form.
9. The Superintendent/Designate and principal(s) must ensure that sufficient resources and facilities are available so that the needs of resident students within each designated attendance area for that school are being met prior to enrolling other students.
10. Levels of non-resident student enrolment will be monitored on an annual basis.
11. Once a non-resident student is enrolled into a school, they and their siblings are viewed as students within the Division until such time they voluntarily choose to leave the Division. Should the circumstance arise that they relocate to a community within the school Division, they will be accepted into our school there.

12. Acceptance of an individual non-resident student obligates the school and the Division to accommodate the registration of his/her siblings.
13. Adult students who are resident in the Division may be admitted to the regular high school program. If they are older than 19 years as of September 1 in the year they attend, a tuition fee may be charged.

Reference: Section 3,4,7,8,9,11,16,21,32,33,52,53,197,222 Education Act  
Adult Programming in the Basic Learning System policy 1.9.2