

## **EDUCATION: STUDENTS**

## **Policy 501.8-R**

### **Student Admission, Registration, Placement and Transfer**

#### **REGULATIONS:**

- A. REGULAR PROGRAM**
- B. DISTRICT PROGRAM OPTIONS**
- C. ALTERNATE PROGRAMS**
- D. INTERNATIONAL PROGRAM**

All regulations are in compliance with the requirements of:

- The School Act, Ministerial Orders, Regulations and Procedures
- The Family Law Act
- Canadian Immigration Laws

#### **1. ADMISSION**

##### **1.1 Dates**

Dates that affect stages of the student registration process will be published annually by the Central Registration Office.

##### **1.2 Eligibility Status**

To be eligible to enroll in a Richmond School District public school, a student must have supporting documents identified in policy guidelines, in order to verify the following:

###### **1.2.1 Age**

A student is eligible for admission in September of a school year if the student will be 5 years of age on or before December 31 of that school year. The student is eligible to receive an educational program until June 30 of the school year in which the student reaches the age of 19. A student will be placed in the designated grade level for his/her year of birth.

###### **1.2.2 Citizenship or Immigration Status in Canada**

A student must present documentation that proves citizenship or permanent residence status and that of his/her parents/legal guardians. The Office of the Superintendent may produce a Letter of Acceptance for the student if the family meets one of the following three requirements:

- 1. Qualifies under the status of Refugees,**
- 2. Has a valid work permit or**

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**3.** Has a valid study permit.

A student under the care of the Ministry of Children and Family Development may also be issued a Letter of Acceptance. A family that does not meet the citizenship, immigration or ordinarily resident requirement may apply, on behalf of the student, to be accepted into the International Student Program.

**1.2.3** Residency

The location where a student's parent or legal guardian is 'ordinarily resident' and where the student is 'ordinarily resident in the every day course of living' determines admission status and funding eligibility. It also determines the catchment school that a student is expected to attend.

(Reference: B.C. Ministry of Education May 2013 Policy for Funding Eligibility of Students)

**1.2.4** Guardianship

Parents/Legal Guardians must accompany the student to the Central Registration Office to complete the admission and registration process. If only one adult can attend then it must be the parent or legal guardian, whose status is being used to register the student. Documentation will be required to verify that a student is being registered with the approval of parent(s) or legal guardian(s).

A student who is approved for 'Independent Living Status' will need to present evidence of this arrangement to the Central Registration Office.

## **2. AVAILABILITY OF SPACE IN SCHOOLS**

**2.1** Availability of space in a school will be reviewed annually.

**2.2** The School Act establishes priorities for the placement of a student if the Board determines that space and/or an appropriate educational program is available in a school.

## **3. REGISTRATION**

**3.1** A student who lives in-catchment, has been placed in a school or has transferred into a school will have guaranteed continuous registration in the school where he/she is currently attending.

**3.2** Registration dates and procedures for students will be provided annually and linked to the registration web site.

## **4. PLACEMENT**

**4.1** A student who cannot be offered enrolment in a catchment school because of a lack of physical, staffing or appropriate program space will be placed at the nearest school that can provide an appropriate educational program.

**4.2** Staff will consult with a family before placing a child who has needs for unique or more complex support in educational programming.

**4.3** Right of the Board to Refuse Admission of a Student

The Board may refuse to enroll a Non-Richmond Resident student under Section 2(2) of the School Act if the child is a student suspended by a Board or to whom a Board has refused to offer an educational program under Section 85 (2) of the School Act.

## **5. TRANSFER**

The School Act allows for a student to apply for a transfer to attend a non-catchment school. Transfer dates and procedures will be advertised to all stakeholders annually.

**5.1** Acceptance of transfers will be based on the status of schools as 'open', that is they have the required physical, staffing or program space or 'closed', that is they do not have one or more of the types of space required for all or specified types of transfers.

Other considerations include: reason(s) for the transfer request, available physical, staffing, course or program space, available support resources.

**5.2** Principals at requested schools are primarily responsible for the approval or denial of transfers.

**5.3** Parents/Legal Guardians who wish to have a transfer decision reviewed may do so by submitting a complaint form to the Office of the Deputy-Superintendent.

Legal References BC Family Law Act  
[http://www.bclaws.ca/civix/document/id/complete/statreg/11025\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/11025_01)

Ministry of Education:  
Eligibility of Students for Operating Grant funding  
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding>

School Act Section 2, 74.1, 75, 75.1, 82

Immigration, Refugees and Citizenship Canada (IRCC) – Residency Obligation for Permanent Residents  
<http://www.cic.gc.ca/english/helpcentre/answer.asp?q=727&t=4>

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