



Windsor-Essex Catholic District School Board

Section: **Students**

Policy: **Student Admission - Elementary**

ST:01

POLICY

1. Subject to the Provisions of the Education Act, all persons having the right of attendance will be admitted to the Windsor-Essex Catholic District School Board.
2. The parent or guardian is responsible to provide the required admission documents:
 - a. Proof of Age;
 - b. A Roman Catholic baptismal certificate, including a Christian baptismal certificate formally accepted by the Catholic Church
(see Appendix A –Catholic Churches in Union with the Roman Pontiff as Head of Church & Appendix B – Orthodox faiths who do not follow the teachings of the Pope and are not in Union with the See of Rome).
 - c. Immunization record;
 - d. Proof of Canadian citizenship or landed immigrant status or other valid legal status;
 - e. A signed Application for Direction of School Support (ADSS) form and a Separate School Lease (SSL) form where required.
3. Pupils admitted to schools will be entitled to such transportation as may be provided by the Board.
4. Admission to a school by a Principal will be temporary pending receipt of official school records, where applicable, and verification of all information stated on the registration form.

REGULATIONS

Education Act, Sections 32 and 33

PROCEDURES

1. Catholic Child–One Parent is Catholic, one Parent is Non-Catholic
The child of compulsory school age whose one parent is Non-Catholic will be admitted to school and a Separate School Lease, if joint owners, will be included with the Application of Direction of School Support. If tenants, the Catholic parent or guardian with whom the child is residing is to sign and be shown as sole Tenant unit.
2. Non-baptized Child–Parent(s) Separate School Supporters
The admission of a non-baptized child will be approved on condition that the parent(s) agree that the child will participate in all instructional periods, including religious education and family life education.

3. Catholic Child–Parent(s) Public School Supporters

Admission may be permitted, in exceptional circumstances, in consultation and with the approval of the Principal and the Superintendent of Schools.

4. Non-Catholic Child–Parent(s) or Guardian Non-Catholic

Admission may be permitted, in exceptional circumstances, in consultation and with the approval of the Principal and the Superintendent of Schools.

5. Non-Canadian Status

Schools shall ensure that non-Canadian students have the proper documentation from Immigration Canada BEFORE admission and shall keep the documentation on file for enrolment audit purposes. Schools shall direct non-Canadian students to the Health Unit for a tuberculin test BEFORE admission.

a. Refugee Status

i. Catholic. Child may be admitted with medical clearance.

ii. Non-Catholic. Child may be admitted with medical clearance and with the approval of the Assessment and Admission Officer in consultation with the Superintendent of Schools.

b. Landed Immigrant Status–same as Canadian citizen

c. Student Visa

Child may be admitted once documents have been inspected by the Assessment and Admission Officer in consultation with the Superintendent of Schools. The cost of education (revised yearly) will be charged to the student.

6. Any other situation shall be brought to the attention of the Assessment and Admission Officer.

Approved by Board: June 23, 1998

Amended by the Board: April 13, 2004

Related Policy:

Related Board Committee:

Policy Review Date: 2009