



Northeastern Catholic District School Board

ADMISSION OF STUDENTS

Administrative Procedure: APE004

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is a Catholic learning community committed to educating students in faith-focused learning environments so they may become contributing citizens of the world, living out the Gospel message on a daily basis. The NCDSB has a mandate to provide Catholic education to the students registered in its schools, a right recognized by the Ministry of Education. In respect of all applicable regulations of the *Education Act*, the Admission policies and procedures of the NCDSB are created to support inclusivity while maintaining the unique Catholic nature of our schools.

REFERENCES

Open Access

As referenced in the *Education Act*, open access refers to a student who under Provincial legislation has the right to attend a Public or Catholic district school board secondary school, irrespective of their religious affiliation.

Adult Student

Any student 18 years of age or older.

PROCEDURES

1.0 ADMISSION TO ELEMENTARY SCHOOLS FOR ROMAN CATHOLIC STUDENTS

- 1.1 Subject to the provisions of the *Education Act*, all elementary school-aged students having the right of attendance shall be admitted to the geographically appropriate school under the jurisdiction of the Northeastern Catholic District School Board. The right of attendance defined in the *Education Act* (Ontario) means that all elementary school-aged children of parent(s)/guardian(s) who direct their taxes in support of a Separate School Board are eligible to attend a Catholic school. Registration is required for students who are new to the NCDSB using the online registration form available on the NCDSB webpage.
- 1.2 Students shall be enrolled in the grade to which their age corresponds. Should specialized learning situations require alternative grade placements, the Special Education department must be consulted in the admission process. For Kindergarten admission, a student shall be allowed to enroll in Junior Kindergarten in September of that calendar year during which the student becomes four years of age. A student shall be enrolled in Senior Kindergarten in September of that calendar year during which the student becomes five years of age.
- 1.3 A student shall be admitted by the Principal of an elementary school when the parent(s)/guardian(s) submit(s) the following evidence that a stu5.8 0 Td()TjP (o)-2 (e)-1oln Sep(t)10 ((he ich-6.1r -210 (o)-2 b(t)6 (o)-2ar (h)-4.be ct f theesd2.9/(n)-4 (g.1uaw)-4a ahin2-6.1 bawptmis c cosfa

1.4 In all cases where a student is not eligible to generate funding from the Ministry of Education, tuition fees would apply and tuition agreements are required to be completed by the student.



activities, with a minimum standard of attendance and respectful behaviour during all religious activities;

- iii) All teachers in a Catholic Secondary School shall infuse the Ontario Catholic School Graduate Expectations into every course that is being taught.
- 3.3 Under exceptional circumstance, an 'open access' student may apply to be exempted from taking part in the school's programs or courses of study in religious education and/or faith activities. The right to apply for an exemption does not extend to a Catholic student. Procedures for this process are detailed in section 5.0 Religious Education Exemption for Non-Catholic Secondary School Students.
- 3.4 In exceptional circumstances, students aged 16 and 17 may elect to remove themselves from the care and control of their parents. To complete the admission process independently, students will need to also complete the *Notification of Withdrawal from Parental Control* (Appendix H).
- 3.5 The Principal shall complete the *Student Information Attestation Form* (Appendix C)

past four (4) school years, and who were born in a qualifying country (a country other than Canada, United States, United Kingdom, Ireland, New Zealand and Australia). One of the following documents must be provided to confirm country of birth and date of first entry into Canada:

- Foreign Passport
- Confirmation of Permanent Residence Status
- Permanent Resident Card
- Canadian Passport or Canadian Citizenship Card
- Work/Study Permit
- Refugee Claimant or Eligibility for Interim Federal Health Benefits
- Other (must specify)

- v) Completed Student Registration (Online Registration Form), including at least one Emergency Contact, including operable phone number.

3.6 In all cases where a student is not eligible to generate funding from the Ministry of Education, tuition fees would apply and tuition agreements are required to be completed prior to enrolment.

3.7 To complete the admission process, the Principal will conduct a meeting with the parent/guardian. This in-person meeting will include discussion of the following topics:

- i) Special custody/guardianship arrangements for the student (use Appendix E: *Declaration of Guardianship Form* as required, or collect copies of custody documents)
- ii) The student's FNMI status (Appendix F: *Voluntary Self Identification Form*)
- iii) IPRC/IEP information, and special needs of the student
- iv) Program requirements including preferred language of instruction
- v) The NCDSB Religious Education program and required faith activity involvement
- vi) Student medical conditions, including any prevalent medical conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy) (Complete plans of care as required)
- vii) Previous school enrolment, including consent to contact previous Principals to obtain relevant information.

3.8 At the conclusion of this meeting, the parent/guardian will complete the *Acknowledgment of Admission Expectations for Secondary Students* (Appendix I).

3.9 For Roman Catholic families, the Principal shall request a copy of the parent's/guardian's/adult student's baptismal or confirmation certificate to be considered proof of the right to direct taxes to the Separate School Board. The Principal shall ensure that the parent/guardian/adult student completes the *Application for Direction of School Support* (Appendix A), or the *School Lease Form* (Appendix B).

3.10 As outlined in the Joint Protocol for Student Achievement, the Principal of a secondary school shall admit a student who is a Crown Ward or Society Ward. In these cases, the Family

4.6 A completed copy of the Student Update Form will be attached to the *Student Information Attestation Form* and kept in the Ontario Student Record.

5.0 RELIGIOUS EDUCATION EXEMPTION FOR NON-CATHOLIC SECONDARY SCHOOL STUDENTS

5.1 No requests for exemption from Religious Education Course(s)/faith activities shall be acted upon until the application process has been completed and the exemption has been approved.

5.2 In order to be considered for an exemption, the student must first be registered at an NCDSB Catholic Secondary School.

5.3 'Open Access' students are eligible for an exemption. Students of Catholic ratepayers are not eligible for an exemption.

5.4 To apply for an exemption, the parent/guardian, or adult student must complete a *Religious Education Exemption Application-Secondary* (Appendix J) and submit it directly to the secondary school Principal.

5.5 Upon receipt of a written request, the principal shall respond to the applicant using Appendix K: *Letter of Acknowledgement from Principal*.

5.6 Should the parent/guardian or adult student elect to engage in a meeting about the religious education exemption request, the principal would reference the *Discernment Conversation Guidelines* (Appendix L) to support the conversation.

5.7 The Principal shall forward each Religious Education Exemption Application to the Family of Schools Superintendent who will review the application and determine eligibility for an exemption.

5.8 The Family of Schools Superintendent will communicate the outcome of each application with the Principal. The school Principal will send correspondence to the applicant detailing the results of the application (Appendix M or N).

6.0 RELATED FORMS AND DOCUMENTS

Appendix A: Application for Director of School Support

Appendix B: School Lease Form

Appendix C: Student Information Attestation Form

Appendix D: English as a Second Language Eligibility Confirmation

Appendix E: Declaration of Guardianship

Appendix F: Voluntary Self Identification

Appendix G: Acknowledgement of Admission Expectations for Elementary Students

Appendix H: Notification of Withdrawal from Parental Control for Students 16 to 17

Appendix I: Acknowledgement of Admission Expectations for Secondary Students

Appendix J: Religious Education Exemption Application-Secondary

Appendix K: Sample Letter – Letter of Acknowledgement from Principal

- Appendix L: Discernment Conversation Guidelines
Appendix M: Sample Letter – Religious Education Exemption Application: Qualifies for Exemption
Appendix N: Sample Letter – Religious Education Exemption Application: Does Not Qualify for Exemption
Appendix O: Form: Other Pupil Admission

Director of Education:

Tricia Stefanie Weltz

Date:

March 2021