Administrative Procedure 345

ADMISSION OF RESIDENT STUDENTS

Background

The Division believes in providing a clear admissions protocol for all students resident in the Division. Resident is defined in *The Education Act, 1995,* Section 173(1) as follows:
"*Resident means a person whose place of residence is inside the boundaries of the school division in which the person seeks or is provided with educational services*."

Every resident person who has attained the age of six years but has not attained the age of 22 years has the right to attend school in the Division and to receive instruction which is in alignment with his or her educational achievement in courses of study approved by the Division.

Procedures

1. Subject to terms and conditions contained in *The Education Act, 1995,* no school official shall deprive or attempt to deprive a student of access to services approved and provided by the Division.

2. When a student enrolls in a Saskatchewan Rivers Public school for the first time, the principal shall require the student to submit documentation verifying age. The following documents may be used:
   2.1 Birth Certificate,
   2.2 Baptismal Certificate,
   2.3 Passport,
   2.4 Saskatchewan Health Services Card or equivalent.

3. The principal shall normally be responsible for the decision on the admission of students to the school. In consideration of the general interests of the Division, in exceptional circumstances the final decision may revert to their superintendent for appropriate school placement.

4. Principals shall be authorized to assess, collect, and record such information as is required for the admission of students to school. Furthermore, it shall be the responsibility of the parent/guardian to submit information as may be required by the principal.

5. In those cases where appropriate instruction cannot be provided within the Division, the required services may be obtained from agencies outside the Division.

6. Early Entrance
   In a school community where there is no Prekindergarten, children who (a) are age appropriate for Prekindergarten as described below, (b) qualify as intensive needs, and (c) have atypical development, may be enrolled in school-based or community-based early learning programming, provided the following conditions are met:
   6.1 Space and resources are available.
   6.2 Student Support Services conducts an individual assessment in conjunction with medical and early childhood psychologists.
   6.3 The superintendent responsible for student support services approves the enrolment request.
   6.4 Placement is determined by Student Support Services team in collaboration with the principal (See Appendix A).

7. Prekindergarten
   Prekindergarten is a targeted program available in designated schools for students who are three and four year old children.

   The Prekindergarten application process follows.
   7.1 Application forms may be submitted for children who are three or four years old by December 31 in the year of enrolment.
   7.2 Space is limited in Prekindergarten programs. A school-based selection committee prioritizes the enrolment of children. From the submitted applications, children may be selected to begin Prekindergarten following their third birthday.
   7.3 A continual entry policy permits new children to enter Prekindergarten when openings occur during the school year.

8. Kindergarten
   Children may enroll in Kindergarten provided they are five years old by December 31st in the year of enrolment. If a child will be six years old on or before December 31, the recommended placement is Grade 1. However, if parents chose to put a pause on having their child start school and that child has never been in Kindergarten, conversations with the school administrator will take place to determine placement. This will only be a consideration if the child will not be six years old prior to September 1.

9. Grade 1-12
   Students from Grade 1-12 will be placed in the appropriate grade based on the following considerations:
   a) Age appropriate for that specific grade based on age of child by December 31 in the school year of enrolment.
   b) Previous grade level registered in, if registered within the past school year.
   c) Credits achieved and graduation plan for Grade 10-12.

10. For all Prek-12 grade placements that need further discussion the principal will bring the information to the school superintendent for a decision based on the criteria outlined in AP 345. For unique circumstances and situations that fall outside of the clarity of AP 345, the school superintendent will bring the information to the Administrative Council to determine the appropriate grade placement.

Reference: Section 2, 85, 87, 91(f), 109, 110, 141, 142, 145, 155(j), 156, 169, 171, 173, 175, 186, *The Education Act, 1995*
Section 20, Education Regulations

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