

## 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 school. In consideration of the general interests of the Division, in exceptional circumstances the final decision may revert to their superintendent.
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  
Children who (a) are between the ages of three and five, (b) qualify as intensive needs, and (c) have atypical development may be enrolled in school-based programming provided the following conditions are met:
  - 6.1 Student Support Services conducts an individual assessment in conjunction with medical and early childhood psychologists.
  - 6.2 The superintendent responsible for student support services approves the enrolment request.
  - 6.3 is determined by Student Support Services team in collaboration with the principal.

## 7. PreKindergarten

PreKindergarten is a targeted program available in designated schools for three and four year old children.

The PreKindergarten application process follows.

- 7.1 Application forms [registration form](#) may be submitted for children who are three or four years old by December 31<sup>st</sup> in the year of enrolment.
- 7.2 Space may be 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 31<sup>st</sup> in the year of enrolment.

## 9. Grade 1

Students may enroll in Grade 1 provided they are six years old by December 31<sup>st</sup> in the year of enrolment.

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

Approved: May 12, 2014