

LL# 109835

JFAA

## **Admission of Resident Students**

### **A. Procedure**

1. Upon registering a child in a school, the parent shall provide the name and address of the school the child attended previously.
2. The Principal shall contact the previous school to obtain information and request the cumulative files on the child. If the Principal is suspicious child abduction may be a factor, then the previous school should be contacted by telephone immediately.
3. If at the end of one month no contact has been had with the previous school, the Principal shall telephone the previous school.
4. If no records are received or available from the school named by the parent, the Principal shall contact the Superintendent's Department.

### **B. Definitions**

#### **1. Resident Students**

##### **1.1 Definitions**

##### **1.1.1. Resident Student - General Definition:**

A resident student is one who is so defined under the Manitoba Public Schools Act, Section 1, which defines a resident student as a pupil:

- a. whose parent or legal guardian, with whom the student resides, is a resident therein, or
- b. who has attained the age of 18 years and is a Canadian citizen or landed immigrant resident therein, or
- c. who, by reason of being dealt with under any provision of The Child and Family Services Act or the Young Offenders Act (Canada) becomes a resident therein, or
- d. who is designated in writing by the minister as a resident therein.

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**1.1.2. School-Age Resident Student (Age 5 to 20)**

In the Division "school age resident student" means a resident student aged five to twenty years, inclusive, who

- a. will be at least five years of age; i.e., having reached his or her 5th birthday, by December 31st of the school year in question, or
- b. will not have reached his or her 21st birthday by the opening date of the school year or semester in question.

**1.1.3. School-Age Resident Student Living Out of the Catchment Area**

In St. James-Assiniboia "school age resident student living out of the catchment area" means a resident student as defined in 1.1.1. and 1.1.2. and who lives outside of the school's catchment area.

**1.1.4. Adult Resident Student - Age 21 or Over**

An adult resident student is a resident student as defined above, and who has reached his or her 21st birthday by the opening day of the school year or semester in question.

**1.2 Admission of School-Age Resident Students (Age 5 to 20) With No fee****1.2.1 Eligibility**

- a. Subject to Provincial Statute, all residents of school age shall be eligible to enrol in schools of the Division.
- b. All residents of school age who have graduated, shall be eligible to enrol in schools of the Division, but may only take four courses beyond graduation.
- c. A resident student living out of the catchment area of the school may be admitted, at the discretion of the principal.
- d. A resident student living out of the catchment area of the school in which they already attend, will be admitted to the next level within the same family of schools without an application process.

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**1.3 Admission of Adult Resident Students (Age 21 or Over)**  
**With a Per Credit Fee**

- 1.3.1. An Adult Resident Student shall be admitted to Division schools under the following terms, and shall pay fees specified herein, as follows:
- a. All adult resident students (age 21 or over) who are enrolled in programs in St. James-Assiniboia School Division will be charged a fee for each credit (this fee is income tax deductible).
  - b. Course refunds will be established in the following manner:
    - i. 100% of the fee shall be refundable if the student withdraws from the course before the classes commence.
    - ii. 50% refund shall apply if the student has started attending but withdraws before the end of the first month of the semester (September 30th, February 28th).
    - iii. 25% refund shall apply if the student attends beyond the first month, but withdraws before the first 2.5 months of the semester (November 15th, April 15th).
    - iv. no refund shall be given if the student withdraws from the course after the 2.5 - month period.
  - c. Adult students who have graduated may only enrol in four courses beyond the number required for graduation.

**C. Criteria Governing Admission of Residents****Criteria**

- a. Students are admitted to Division schools as long as:
  - space is available in the school in question,
  - special equipment or physical facilities required by the student are available,
  - enrolling the student would not be detrimental to the continuity of his or her education,
  - the program chosen is suited to the age, ability or aptitude of the student,
  - enrolling the student would not be detrimental to order, discipline and well-being of the students in the school,
  - notification to enrol is provided by the parent or student (if over age 18) by May 15th.

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**Principal's Discretion**

The determination of whether or not there is space available to admit students shall be made by the school principal, who will be guided in this decision by:

- a. The Division's class size policy
- b. The assurance that there will be no adverse effects on the learning environment provided to students resulting from the admission of a particular student.
  - i. *Special Restriction:*  
*Where a given class contains students with exceptional needs, the maximum class size beyond which admissions will not be considered may be reduced at the discretion of the principal.*
- c. The principal shall determine the number of seats available, by grade and program. The number shall be submitted to the superintendent for concurrence.
- d. The principal shall also determine the number of seats to reserve for the students who move into the catchment area after June 15th. This number shall be submitted to the superintendent for concurrence.

The principal's discretion in admitting or refusing to admit students shall be used in a fair and reasonable manner. The principal's discretion is subject to appeal.

Under special circumstances the Superintendent or designate may place a student in a particular school.

**D. Student Accommodation Priority**

The Division's priority for admission of students will be extended in the following manner:

- a. resident students from within the school's catchment area
- b. resident students from outside the school's catchment area.

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**E. Appeal Process**

If the application for admission of a student is denied the decision may be appealed in writing to the Superintendent or designate, or, if unhappy with the decision, to the School Board.

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