



ADMINISTRATIVE PROCEDURES

ADMISSION TO CATHOLIC SCHOOLS

Purpose

The mission of the Algonquin and Lakeshore Catholic District School Board is to both form and inform students in a Roman Catholic faith-based educational culture. Eligible students come from a variety of backgrounds and experiences with respect to the Catholic Church and therefore, it is necessary to articulate processes for admission to Catholic Schools and to foster linkages with the local Parishes.

References

The Education Act and Regulations
Archdiocese of Kingston Guidelines for Sacraments
Renewing the Promise
Multi-Year Strategic Plan 2020-2025

Procedures

1. Admission to Elementary Schools for Roman Catholic Students

- 1.1. Subject to the provisions of the *Education Act (Ontario)*, all elementary school-aged students having the right of attendance shall be admitted to the geographically appropriate school under the jurisdiction of the Algonquin and Lakeshore 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. The completion of an online pre-registration form is required.
- 1.2. A student shall be allowed to enroll in Year One Kindergarten in September of that calendar year during which the student becomes four years of age.
- 1.3. A student shall be enrolled in Year Two Kindergarten in September of that calendar year during which the student becomes five years of age.
- 1.4. A student shall be admitted by the Principal of an elementary school when the parent(s)/guardian(s) submit(s) evidence that a student has the right to attend a Roman Catholic School. Evidence includes the following:

- 1.4.1. direction of taxes to the Separate School Board; Principals shall ensure that parent(s)/guardian(s) complete the Direction of Taxation forms, found on the Board website, if they cannot provide direct evidence at the time of registration;
- 1.4.2. proof of age of student through (Roman Catholic) Baptismal Certificate or Birth Certificate, originals which will be reviewed by the school administration and then an Attestation Form completed.
- 1.5. Catholic parent(s)/guardian(s) whose children have the right of attendance and children are lacking Roman Catholic Baptism or reception into the Church will be provided with information outlining the philosophy of Catholic schools and expectations of Religion and Family Life programs, along with encouragement for Catholic Baptism (Appendix 1).
- 1.6. The principal of an elementary school shall admit a student who is a ward of the Children's Aid Society where a Roman Catholic Baptismal Certificate or proof of reception to the Church is received.

2. Admission to Elementary Schools of Children of Other Faiths

- 2.1. Subject to Board policies regarding transportation and school boundaries, the principal of an elementary school is empowered to admit students of another faith who do not enjoy a statutory right to attend, subject to the provisions of this Administrative Procedure.
- 2.2. Requests for admission of a non-Catholic student shall be made by the parent(s)/guardian(s) by completing the pre-registration online form. Once the Principal receives the request they will follow up with the parent/guardian to set a meeting. The Principal will be given time to allow for thoughtful consideration of the request. Following a meeting, the Principal will provide a response in writing.
- 2.3. The principal shall provide the parent(s)/guardian(s) with information outlining the philosophy of Catholic schools and the expectations of the Religion and Family Life programs which can be found in the resource, "Renewing the Promise" posted on the Board Website.
- 2.4. In considering a request for admission, the principal shall attend to the following areas:
 - 2.4.1. the reasons given by the parent(s)/guardian(s) for their request to register the child(ren) in a Catholic school;
 - 2.4.2. the level of support which the parent(s)/guardian(s) can provide to the student to foster the practice of their own faith and the support they are willing to provide in relation to Catholic values and beliefs presented at school;
 - 2.4.3. the enrolment capacity of the school and, in particular, the class(es) to which the child(ren) would be assigned (i.e., primary class size cap);
 - 2.4.4. an understanding that permission given to a student to attend under the provisions of this policy shall be subject to annual review;

- 2.5. Where a principal has concerns about an admission request, (s)he shall forward the request to the appropriate supervisory officer for further review.

3. Admission to Secondary Schools

- 3.1. Subject to Board Policies regarding transportation and school boundaries, any secondary school-aged student within the Board's jurisdiction, may choose to attend a Catholic secondary school (Section 42 (1) *Education Act (Ontario)*). Requests for admission shall be made by the parent(s)/guardian(s) by completing the online pre-registration form.
- 3.2. All Secondary school aged students and their parent(s)/guardian(s) must accept and recognize the distinctive Catholic character and culture that pervades the Catholic secondary school community and must be willing to support its purpose, goals and expectations.

4. Freedom of Information Consent Form

- 4.1. The Freedom of Information Consent Form must be completed and filed annually in compliance with provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.1990, c.M.56. Retention of Form C will be followed as per the Board's Retention Policy.

5. Payment of Tuition Fees

- 5.1. In all cases, where a student is admitted for whom the Ministry of Education does not provide education funding, tuition fees would apply as outlined in the Payment of Tuition Fees Administrative Procedures.

Appendices

Appendix 1: Letter to Catholic Parent(s)/Guardian(s) of a Student without Roman Catholic Baptism or Reception Into the Church

Forms

Freedom of Information Consent Form
Student information and Eligibility Attestation Form

Board Policies and Administrative Procedures Associated with Admission to Catholic Schools

- Management of Student Information (S-2008-04-2)
- Supporting Students and Staff with Prevalent Medical Conditions and Other Medical Needs (S-2018-11-2)

- School Boundaries and Boundary Adjustments (S-2019-5-11)
- School Uniforms (Secondary) (S-2010-06-3)
- Transportation of Students (S-2018-02-2)
- Maplewood Generated Student Information Form – annual update

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