



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Admission of Students

		Policy Number:	200.14
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	October 23, 2012	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	3

Belief Statement:

Brant Haldimand Norfolk Catholic District School Board schools provide academic excellence and enable students to live a life of love and service.

The elementary schools of the Brant Haldimand Norfolk Catholic District School Board exist primarily to provide excellence in Catholic education for the students of our Separate School Supporters.

The secondary schools of the Brant Haldimand Norfolk Catholic District School Board exist to provide excellence in Catholic secondary education for the students of our Separate School Supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions and expectations of the Brant Haldimand Norfolk Catholic District School Board.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to service the children of eligible Separate School Supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

The Director of Education shall develop admission procedures consistent with the following:

1. The age of admission for all students, without exceptions, will conform to the provisions of the Education Act (compulsory attendance, Kindergarten and Junior Kindergarten).
2. Parent/guardian shall provide documentation that their elementary aged child is Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.
3. If the parent/guardian cannot provide a Roman Catholic Baptismal certificate or a letter from a priest, for his/her elementary aged child then the parent(s)/guardian(s) must provide documentation that he/she is/are Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.
4. For students who are not baptised Catholic or are not children of baptised Catholics, a special application for admission must be submitted. The following criteria shall be met:
 - i. Primary motivation is to obtain a Catholic education and to participate in the Religion & Family Life program, as well as school-based religious activities and celebrations (not for family convenience or because of friction with school authorities from other school systems.)
 - ii. Availability of facilities, space and transportation.
 - iii. Availability of special education services and programs (if applicable). Non-Catholic students with special needs must be proven to qualify for special education funding before being admitted.
 - iv. Can only attend the school in their boundary.



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- v. Subject to annual review.
 - vi. Parent/guardian signs an agreement that the child will participate in Religious Education and Family Life programs, as well as school-based religious activities/celebrations.
 - vii. Student adheres to the Code of Conduct.
 - viii. Will register all JK-Grade 8 children in the family in the school.
 - ix. Superintendent consults with the principal.
5. An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Separate School Supporters, who would otherwise be admitted, may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a Baptized Roman Catholic.
 6. A student who is a Ward of the Children's Aid Society and/or the Catholic Children's Aid Society and/or Family and Children's Services, may be admitted when:
 - i. The student is Roman Catholic and this can be verified by appropriate documentation; and
 - ii. A letter indicating the child's status as a ward has been given to the principal. This letter will be filed in the documentation file of the student's OSR card. A facsimile of the letter, will be forwarded by the principal to the appropriate Superintendent and the Assessment Office for fee processing.
 7. The admission of secondary school students will comply with the provisions of the Education Act and Regulations.
 8. Foreign students who have a legal right to attend an elementary or secondary school in Canada will be admitted upon payment of a fee determined in accordance with the Education Act and Regulations and approved by the Director or designate. Arrangements for the payment of fees must be made in advance, before attendance begins in each school year. The fee will apply to the date of admission and will apply to the time the student is on the school's register. Should the student retire from the school and not attend another publicly funded school in Ontario, Citizenship & Immigration Canada will be informed and the fee advanced will be adjusted accordingly. Any refund due will be paid to the individual who paid the fee on behalf of the student.
 9. Out-of-province students and students of parents living on tax exempt land will be charged a fee in accordance with the Education Act and Regulations. The method of payment and conditions outlined in #7 above will apply, with modifications, for out-of-province students and individuals living on tax exempt land. (In this region, students who reside in residences on tax exempt land usually refer to students living in residences owned by a university).
 10. Students who are sponsored for an exchange may be admitted to a school operated by the Board if documentation is presented as evidence that the students are sponsored through a recognized organization or service club. Admission will be in accordance with current Ministry of Education guidelines.
 11. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted at the discretion of the Superintendent considering but not limited to the following conditions:
 - i. Where there are students currently enrolled in the Board's schools as of January 1, 2010 whose parent(s)/guardian(s) are ineligible to direct their tax support to the Brant Haldimand Norfolk Catholic District School Board, these families are "grand parented".



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- ii. It is understood and accepted that the student will attend/participate in a suitable way, in the religious life, activities and celebrations of the school community.
 - iii. There is legitimate and acceptable reason for the admission request, which is not the result of a dispute with any other educational authority.
 - iv. The Board reserves the right to require the withdrawal of an ineligible student admitted under this policy, within the provisions of the Education Act at any time.
 - v. Where a student is eligible to attend a Catholic school operated by a board outside the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (e.g. Hamilton, London or Waterloo Catholic), applies for admission to one of the Board's schools, the school may admit the student provided that there is evidence provided that the parent(s)/guardian(s) are supporters of their local Catholic District School Board and there is agreement between the boards with reference to the provision of transportation for the student.
12. Senior administration is responsible for developing and maintaining a School Admissions Policy and Property Tax Assessment Procedures that outline the procedures to be followed for admission / payment of fees.

Glossary of Key Policy Terms:

Roman Catholic	is defined as one in Union with the See of Rome (see Appendix A)
Non-Catholic	refers to students who would be ineligible to attend a Brant Haldimand Norfolk Catholic District School Board elementary schools because their parent(s)/ guardian(s) are not Roman Catholic and cannot direct their tax support to the Board.
Resident Student	refers to a student who lives within the area of the Brant Haldimand Norfolk Catholic District School Board and his/her parent/guardian can direct his/her property taxes in support of the Brant Haldimand Norfolk Catholic District School Board. In this regard, at least one of the parents/guardians must be Roman Catholic. (This category includes refugees who have been admitted to Canada.
Non-Resident Student	refers to students who: <ol style="list-style-type: none">i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Boardii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, oriii. are from another province
Home School	refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.
Application	refers to the annual Out of Boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren).

References

Education Act – Sections 32, 33, 40, 41, 42



Admission of Students AP 200.14

Procedure for: All Principals, Superintendents
Submitted by: Director of Education
Category: Students

Adopted: April 24, 2001
Revised: October 23, 2012

Purpose

The purpose of this Administrative Procedure is to provide direction to all principals and superintendents of education regarding the process for the admission of students to our Board's Catholic schools.

Responsibilities

The principal of a school will receive all students requesting admission and manage their registration using the following chart. All school board employees will greet and welcome all interested students and their families in a supportive and welcoming manner while using the following procedures:

Procedures

Registration of Elementary School Students

Category	Description of Student	Process
In Boundary	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk.	Register student in home school unless otherwise determined by the Director of Education or designate.
Non-Catholic parent; not Catholic school supporter; child baptized Catholic	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters.	Register student in home school unless otherwise determined by the Director of Education or designate.
Parent and child non-Catholic; public school supporter	Non-Catholic student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Non-Catholic students shall not be admitted to Junior Kindergarten to Grade 8 program. Special circumstances will be reviewed by the school Superintendent of Education on a case by case basis (see Appendix B). An <i>Application for the Enrolment Of Non-Catholic Student</i> form can be obtained from the school principal.
Catholic student resides in Brant, Haldimand or Norfolk and is a CAS ward.		Register child on proof of wardship and proof of Baptism in the Roman Catholic faith, in the home school of the student. Host families are not required to direct school support.
Blended family (through re-marriage) with children in both separate and public systems		Contact school Superintendent of Education for direction on how to process and register student(s) appropriately.
Immigration	Catholic student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Canada.	Register child after adult in Brant, Haldimand or Norfolk has custody of child and student meets all other registration criteria. Contact Executive Assistant, Corporate Services for assistance with student's immigration status. Student then



Category	Description of Student	Process
		registers in home school of legal guardian.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Out of Boundary (School)	Catholic student resides with parent(s) within Brant, Haldimand or Norfolk but outside of your school boundaries.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school outside their designated school attendance area, must complete an Annual Application for Out-of-School Boundary Attendance form. The application is submitted to the school Superintendent of Education for approval. This application is not required for students enrolling or currently registered in the French Immersion program. Transportation will not be provided to any students that are approved for cross boundary school attendance.
Custody – one parent Out of Boundary	Catholic student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside Brant, Haldimand or Norfolk.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of custodial parent.
Out of Boundary (District), Special Education services required	Catholic student and parent(s) reside within Ontario, but outside Brant, Haldimand or Norfolk and require special education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education.

Registration of Secondary School Students

Category	Description of Student's Residency Status	Process
Catholic student	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school.
Non-Catholic student	Student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Do not request that parents change school support and register student in home school.
Out of Boundary (school)	Student resides with parent(s) within Brant, Haldimand and Norfolk but outside your school boundaries.	Parent(s)/guardian(s) of student(s) or adult student requesting admission into a Catholic secondary school outside their designated school attendance area, must complete an Application for Out-of-School Boundary Attendance form. The application is submitted to the school Superintendent of Education for approval. Transportation will not be provided to



Category	Description of Student's Residency Status	Process
		any students that are approved for Out-of-School Boundary school attendance.
Out of Boundary (district)	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk.	Parent(s)/guardian(s) of student(s) or adult student(s) requesting admission into a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the region of Brant, Haldimand or Norfolk, must complete an Application for Attendance from Outside Board Jurisdiction form. The application is submitted to the school Superintendent of Education for approval (subject to availability of course selection and space in the school). Transportation will not be provided to any students that are approved for Non-resident admission.
Out of Boundary (district); Special Education services required	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk and require Special Education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education services.
Parent is out of Boundaries (Board) yet student lives in the district.	Student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk.	Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian. Students 18 and over: Register student in school/class/program designated as having space. The principal must approve registration.
Outside of district requiring Special Education services	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk and student requires Special Education services.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of province	Student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Ontario but within Canada.	Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian. Students 18 and over: Register student in school/class/program designated as having space. The principal must approve the registration.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Families with children in two school boards	Blended family (through re-marriage) with children in	Register students. Children of public school supporters may attend under Open Access



Category	Description of Student's Residency Status	Process
	both separate and public systems.	provision.
CAS	Student resides in Brant, Haldimand or Norfolk, and is a CAS ward.	Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Over 21	Student is 21 years of age or older as of December 31 st of that school year.	Student should be directed to one of the campuses of an Adult Learning Centre in the district.
First Nations Student		Native Students residing on lands within the Six Nations or first Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.

Definitions

Roman Catholic is defined as one in Union with the See of Rome (see Appendix A)

Non-Catholic refers to students who would be ineligible to attend a Brant Haldimand Norfolk Catholic District School Board elementary schools because their parent(s)/ guardian(s) are not Roman Catholic and cannot direct their tax support to the Board.

Non-Resident Student refers to students who:

- i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Board
- ii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or
- iii. are from another province

Home School refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.

Application refers to the annual Out of Boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren).

References

Education Act – Sections 32, 33, 40, 41, 42

APPENDIX A

Roman Catholic Faiths

Members of the following Catholic Faiths are eligible to become Separate School Supporters as they are in union with the See of Rome. In each case, the Roman Pontiff is the Head of the Church. Catholic Churches in Union with the Roman Pontiff as Head of Church:

- § Roman Catholic
- § Alexandrian Rite (Coptic Catholic Church [Egyptian], Ethiopian Catholic Church)
- § Antiochene (West Syrian) Rite (Malankar Catholic Church [India], Maronite Catholic Church [Lebanon], Syrian Catholic Church [Lebanon], Assyrian Church of the East, Holy Apostolic Church [associated with the Assyrian Church of the East])
- § Armenian Rite (Armenian Catholic Church)
- § Byzantine Rite (Albanian Catholic Church, Bulgarian Catholic Church, Byelorussian Catholic Church, Byzantine-Hungarian Catholic Church, Byzantine-Romanian Catholic Church, Byzantine-Slovak Catholic Church, Byzantine-Ukrainian Catholic Church, Byzantine-Yugoslav Catholic Church, Greek Catholic Church, Greek-Melkite Catholic Church [Syria], Italo-Albanian Catholic Church, Russian Catholic Church, Ruthenian Catholic Church)
- § Caldean (East Syrian) Rite (Chaldean Catholic Church [Iraq], Syro-Malabar Catholic Church [India])

Christian Orthodox Faiths

Members of Orthodox faiths do not qualify to direct their school support to separate Boards. Members follow the teachings of their Patriarch, not the Roman Pontiff, and are not in Union with the See of Rome.

- § Orthodox Churches (Antiochian Orthodox Christian Archdiocese of North America, Bulgarian Orthodox Church in America, Greek Orthodox Archdiocese of North and South America, Macedonia-Bulgarian Orthodox Church, Serbian Orthodox Church, Byelorussian Autocephalic Orthodox Church, Byelorussian Orthodox Church, Free Serbian Orthodox Church, Macedonian Orthodox Church, Polish National Cathedral, Russian Orthodox Church in American, Russian Orthodox Church Outside of Russia, Ukrainian Orthodox Church, Old Calendar Greek Orthodox Churches, Other Greek Orthodox Churches)
- § Oriental Orthodox Churches (Armenian Orthodox Church, Coptic Orthodox Church, Ethiopian Orthodox Church, Malankar Orthodox Syrian Church)

APPENDIX B

Special Circumstances Defined

Custody Issues

All students under the age of 18 must live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form has been completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent of Education on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.

Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.

Students in the process of being adopted – A student may be registered if:

1. The school has received proof that adoption proceedings have been initiated; and
2. A letter of intent is completed.

Adult Students

Adult students 18, 19 and 20 may attend regular school credit programs and may access night and summer school programs with home school approval. Such students may wish to consider an Adult Learning Centre.

Students who turn 21 after December 31st of a school year may register at their local secondary school for credit courses for the full school year, including both first and/or second semester. Such students should be encouraged to attend an Adult Learning Centre.

Students who turn 21 before December 31st of a school year should seek admission to an Adult Learning Centre.

Students with Immigration Documents

Students possessing the following types of documentation must be referred to Executive Assistant, Corporate Services. They must not be registered at the school:

1. Intent to Land/Permanent Residence (sponsorship within Canada);
2. Minister's Permits (and/or extension thereof);
3. Work Permit;
4. Visitor's Permit (accompanying dependents of work permit holder);
5. Study Permit (fee paying international students);
6. Refugee claimants/convention refugees;
7. Visitor's Permit.

Brant Haldimand Norfolk Catholic District School Board staff members are not to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Education.

Administrative Procedure Non-Resident of Canada Students

The following is a summary of the procedures for the admission of Non-Resident of Canada Students.

The procedure and process will be administered through Corporate Services, in consultation with the school Superintendent of Education for which admission is being sought. The schools will not independently approve admission of any students.

Any new Non-resident of Canada Students requesting information or admission to a school in the Brant Haldimand Norfolk Catholic District School Board should be directed to Executive Assistant, Corporate Services.

The Executive Assistant, Corporate Services will review the request of a student who wishes to study in Canada with the principal. The principal, in consultation with his/her Superintendent of Education, will determine whether or not a space/pupil place is available in the school to accommodate the Non-Resident of Canada Student. If space is available, the student will complete an Application for the Enrolment of an International Student form.

The completed application form will be returned to the Executive Assistant, Corporate Services.

A Letter of Acceptance will not be issued by the Superintendent of Education until the Executive Assistant, Corporate Services is in receipt of the following documents:

1. Completed International Student Application form.
2. Application Fee (certified cheque or money order).

Upon arrival to Canada with a valid Study Permit issued by Citizenship and Immigration Canada, the student must supply the Brant Haldimand Norfolk Catholic District School Board's Executive Assistant, Corporate Services, with the following:

1. Personal documentation, including valid Study Permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
2. If under 18 years of age, and is residing with guardians, a Standard Notarized Custodian Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
3. A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
4. Tuition fees.

It should be noted that returning Non-resident of Canada Students requiring a Study Permit, must also request **annually**, an International Student Application. This application must also include the appropriate application fee.

The school Superintendent of Education will review the request from the returning student and will determine in consultation with the principal, whether or not a space/pupil place is available in the school to accommodate the Non-resident of Canada Student. If space is available, a Letter of Acceptance will be issued by the Superintendent in order that a Valid Student Authorization can be requested from Citizenship and Immigration Canada.

Upon arrival to Canada, the returning student must provide to the Executive Assistant, Corporate Services, a valid Study Permit, tuition fees and Standard Notarized Custodian Agreement.

All appropriate documentation for new and returning students must be provided to Corporate Services prior to the end of August, in order that sufficient opportunity is given to process the application. Once the completed form, associate documentation and fees have been received, Corporate Services will forward a confirmation of Acceptance of International Student to the school. The school is not to allow admission of these students until such time that approval has been received. Also, the school is not to accept any cheques for tuition fees from these students.

Refugee/Convention Claimants

Refugee claimants are not to be admitted into any school until such time approval is provided by the school Superintendent of Education. The Refugee claimant must provide the following to the Executive Assistant, Corporate Services, prior to being allowed admission into the school:

1. Refugee Claimant Status from Citizenship and Immigration Canada
2. A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to tuberculosis.

Student without Status or Illegal Students

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the board prior to admission.

Minor students without status or minor students who are "illegal immigrants" who are the dependent of a person with status shall be registered within the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.

Exchange Students

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be registered at a school without the payment of fees, subject to the following:

1. That a reciprocal agreement has been signed with a board, authority, or agency whereby a pupil of the Brant Haldimand Norfolk Catholic District School Board is also scheduled to attend a school outside of Canada without the payment of a fee.
2. That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: Valid Study Permit from Citizenship and Immigration Canada.
3. That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.