



Memorandum
vancouver school board



Date: January 22, 2020

ITEM 2.1

To: Facilities Planning Committee

From: David Nelson, Deputy Superintendent

Re: **Kindergarten Registration and Enrolment Process**

REFERENCE TO STRATEGIC PLAN:

Goal 4: Provide effective leadership, governance and stewardship.

Objectives:

- Effectively utilize School District resources and facilities.

INTRODUCTION:

Kindergarten registration and enrolment is currently underway across the District for students beginning Kindergarten in September 2020.

Michael Rossi, District Principal, will be providing an overview of District processes to support Kindergarten registration and enrolment.

Planning Decisions



Enrolment management used for full schools



Maximize enrolling space

Use all available enrolling space

Interior renovations

Add portables to site



Adjust the number of students eligible to attend

District Program Locations

Adjust catchment boundaries



Major capital projects

Enrolment Management Strategies



Restrict Out of Catchment
Enrolment



Place students from full schools
at nearby schools with available
space



Maintain Ordered Catchment
Waitlists



Align the timeline for placement
offers for Kindergarten Choice
programs with full school
catchment enrolment offers

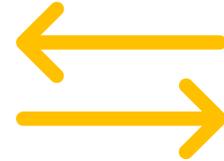
Online Enrolment Tools



**Kindergarten to Grade 12 Online
Application for Regular Program**



Kindergarten Choice Application



Cross Boundary Application

Application Process



1 Apply Online



2 Visit your catchment school with necessary documents

If Born outside of Canada:

- Go to the Newcomers Welcome Centre (NWC) to apply

If Born in Canada:

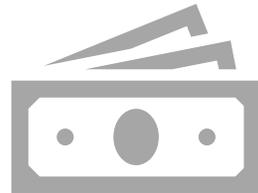
- 2 Step Process:
 1. Apply Online
 2. Verify your Application at your Catchment School

Vancouver School District Practices

Strive to be Clear / Transparent / Predictable



Follow Administrative
Procedure 300

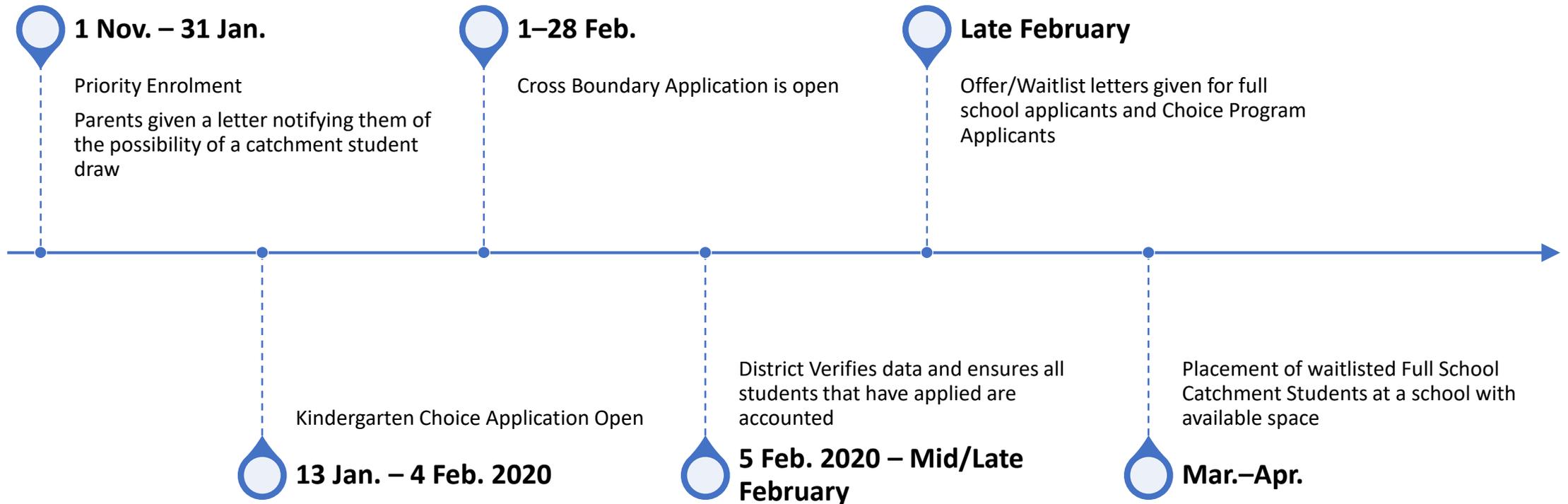


Budget Process
Timeline



Staffing Timelines

Kindergarten Registration Timeline



Full School Process

Parents submit an online application. (November 1st – January 31st)

Parents verify the application at the catchment school by January 31st.

- Parents are notified of enrolment pressure at the school and of the potential for a draw. Parents are given a letter to outline the process.

Parents may apply to Choice Program. (Application period runs from January 13, 2020 to February 4, 2020)

Parents may submit Cross Boundary applications (Application period is February 1st to February 28th). The Cross Boundary process has been made easier for parents to submit cross boundary applications.

Full School Process

Admission draw is conducted for Choice and Full schools. (Late February)

- Letter sent to parents at full schools and Choice Program applicants notifying them of their status:
 - Offer of placement
 - Placed on Waitlist

District determines available space at school neighbouring Full schools.

Students placed on a waitlist at a Full school are offered a placement at a neighbouring school with available space.

Full schools maintain ordered waitlists . Late applicants are added to the waitlist by time and date of application.

- When spots become available – students are offered those spots in waitlist order
- Waitlists are kept until exhausted