

ADMISSION OF STUDENTS TO SCHOOL AND SCHOOL CHOICE

Background

All persons of school age who are residents within the boundaries of the District, and whose parent(s)/guardian(s) are ordinarily residents in British Columbia, are entitled to enroll in an educational program provided by the District. Such students will be provided free of charge with the services and materials set out in section 82(1) of the School Act.

School age in the School Act is defined as the age between the date on which a person is permitted to enroll in an educational program (the first day of September of a school year if, on or before December 31, the person will have reached the age of 5 years) and the end of the school year in which the person attains the age of 19 years. In addition, the School Act makes provision for parent(s)/guardian(s) to defer the enrolment of their child until the first school day of September of the next school year and states that a person shall attend school until age 16 but is of school age until the end of the school year when they attain 19 years.

Definitions

Available Space

The physical capacity, resources, staffing, or educational programs available or planned for a school as defined by the District.

Catchment Area

A geographical area around a school that includes part or all of the District. Catchment areas are established by the Board.

Catchment School

The school within whose catchment boundaries a student normally resides.

Catchment Student

A person of school age who is resident in the catchment area of the school.

Continuing Catchment

A catchment student who attended the school in the previous school year.

Continuing Non-Catchment

A non-catchment student who attended the school in the previous school year.

Continuing Non-District

A non-District student who attended the school in the previous school year.

Continuing Student

A person of school age in attendance at the school during the previous school year.

Cross Boundary Applicant

A school age student or child applying to attend a non-catchment school. The cross boundary application process is only for the regular school program.

Cross Boundary Late Transfer Applicant

A school age student or child applying to attend a non-catchment school after the cross boundary application deadline.

Designated First Nation School of Choice

The elementary school and the secondary school designated by a First Nation where eligible First Nation students, who meet residency requirements, as set out in the British Columbia School Act, are entitled to attend (see section 5.13).

District Choice Program

Elementary and secondary programs to which students apply for enrolment.

District Student

A person of school age who is resident in the geographical area served by the District.

Eligible First Nation Student

An eligible First Nation student who may enroll in an educational program provided by the Board, who is a member of a First Nation and ordinarily resident on a reserve as defined in section 2 (1) of the Indian Act or on Treaty Lands, and for whom the Government of Canada provides funding in relation to the student's educational programs and services.

In the District context, Eligible First Nation Student applies to members of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish) & səliłwətał (Tsleil-Waututh) Nations who meet residency requirements as set out in the British Columbia School Act, Section 74.2.

Enrolment

When the school gives permission for the student to attend and enters them into the school's register.

International Student/Out of Province Student

A student who is not a resident of BC and pays fees to attend a District school. International students do not have automatic continuing status at the school in which they are placed.

Late Catchment Applicant

A newly arrived student or child applying to attend their catchment school after the second Friday in June.

Learning Services Student Support Programs

Special Education Programs, Alternate and Alternative Programs.

New Kindergarten Catchment Cohort

Catchment students entering Kindergarten for the first time.

Newly Arrived Student

A catchment student who applies to attend a District school as the result of:

- A change of primary residence of the parent(s)/guardian(s) whether moving into Vancouver from another school district, province, country, or moving within the area served by the District,
- A first time Kindergarten student,
- Entering the District from home schooling or an independent school.

Non-Catchment Student

A person of school age who is resident in the school district but not resident in the catchment area of the school.

Non-District Student

A person of school age who is resident in British Columbia but not resident in the school district.

Parent/Guardian

A person who usually has the care and control of a student, as the parent or legal guardian of a student, unless under an agreement or order under the Family Law Act that person does not have parental responsibilities in relation to the student's education.

Place of Residence

Legal address of the dwelling in which the parent(s)/guardian(s) maintains their home and where the student ordinarily resides. For the purpose of enrolment, a student's residency is determined as of the submission date of the application to enroll.

Placed Student

A student enrolled by the District at a non-catchment school due to insufficient available space.

Registration

The completion and submission of an application for enrolment in a school.

Resident in BC

A student is considered resident in BC if the student and the student's parent(s)/guardian(s) are ordinarily resident in BC; that is, they have established a home where they customarily reside and maintain an ongoing physical presence.

Secondary French Immersion Catchment

Secondary French Immersion Catchments are geographical areas of the District used to determine placement of students in Secondary French Immersion programs.

Sibling Priority

Applicants with ‘sibling priority’ are prioritized for placement over applicants who do not have sibling priority in the following instances:

- Catchment applications to enroll in Kindergarten received during the priority registration period (between Nov 1 and Jan 31).
- Elementary District Choice Program applications for Kindergarten enrolment received during the District Choice Program application period.
- Cross boundary applications.

In order for sibling priority to be applicable the following conditions apply:

- An older sibling must already be attending the same catchment school, cross boundary school, or Elementary District Choice Program at time of application, at the same location where their younger sibling is applying to attend.
- An older sibling must be attending the same catchment school, cross boundary school, or Elementary District Choice Program in the same location concurrently with their younger sibling.
- The address of the principle residence for both siblings must be the same.
- In schools that have both a regular catchment program and an Elementary District Choice Program, sibling priority does not apply between these programs.

Sibling priority is not applicable to the specific enrolment application processes listed below:

- Catchment applications to enroll in Kindergarten received after the priority registration period (after January 31).
- Catchment applications to enroll for grades 1-12.
- District Choice Program applications for grades 1-12, unless it is for the District Choice Program’s regular entry point (i.e.: Kindergarten, grade 6 Late French Immersion, etc.).
- Non-District student applications.

Procedures

1. Student Registration Requirements:

- 1.1 It is expected that the parent(s)/guardian(s) will personally attend when registering a student in the District. The following original documents must be presented at the time of registration:

- 1.1.1 Proof of British Columbia residency
- 1.1.2 The original birth certificate of the child
- 1.1.3 Applicable Immigration/Citizenship/Permanent Resident Documentation
- 1.1.4 Immunization Records if available
- 1.1.5 Most recent report card if available
- 1.2 A person's residency is the residency of the person as of the date of submission of the application for enrolment at the school for which the application was made.
- 1.3 The first date a student may register at their catchment school for the next school year is November 1.
- 1.4 Registration does not guarantee enrolment at the school where the registration is submitted.
- 1.5 Prior to making a request to attend a non-catchment school, through the cross boundary or cross boundary late transfer application process, a student must first be registered at their English Catchment School.

2. Student Admission, Cross Boundary and Cross Boundary Late Transfer Timeline:

Student Admission, Cross Boundary and Cross Boundary Late Transfer Timeline	
Date	Event/Process
November 1	Registration Process Opens
January 31	Deadline for Kindergarten Registration to be eligible for Kindergarten District Choice Program Draw
January 31	Deadline for Kindergarten Registration to be eligible for Catchment Kindergarten Enrolment Draw if required
January 31	Deadline for District to designate a school as 'full' and restrict or not accept cross boundary applications (See 3.3)
January 31	Priority application deadline for Grade 1-7 District Choice Programs. Sibling priority for Kindergarten does not apply after January 31

First school day in February	Cross boundary application process opens
Last school day in February	Deadline for submission of cross boundary applications
First Monday in March	Cross boundary late transfer application process opens
By March 31	The Vancouver School District will communicate whether the cross boundary application has been accepted, denied, or waitlisted
Second Friday in June	Deadline for priority enrolment of newly arrived catchment students at their catchment school
Second Friday in June	Deadline for submission of cross boundary late transfer applications
First Friday After School Opening	Date by which a student is removed from school register if they have not yet attended, and the school has received no prior communication from the parent(s)/guardian(s)
September 30	Cross boundary and cross boundary late transfer application waitlists for current school year dissolve

3. Determination of Available Space:

3.1 Determination of available space at schools will include consideration of the following factors:

3.1.1 Operating capacity of the school as determined by the District.

3.1.2 Staff assigned to a school by the District.

3.1.3 Facilities available to operate specific educational programs.

3.1.4 The ability of the school to provide appropriate educational programs for the applicant and other students.

3.1.5 The needs of District programs located in the school.

3.2 Schools will be organized to provide space for a new catchment cohort of sufficient size to allow the sustainable operation of the school in future years. The size of the new catchment cohort will be established by the Superintendent of Schools or designate.

3.3 Schools at, or approaching, capacity may be designated as ‘full’ by the District. Management of enrolment at schools designated ‘full’ will be overseen by the

District. The acceptance of any new cross boundary and/or late transfer applicants will be severely restricted and possibly prohibited altogether at these school sites.

4. Enrolment Priorities:

4.1 Applications for enrolment will be considered in the following order subject to the rules set out below:

First Priority: Group 1 Students (Continuing Students, Continuing Non-Catchment Students, Newly Arrived and Placed Students, Continuing Non-District)

Second Priority: Group 2 Students (Cross Boundary Applicants)

Third Priority: Group 3 Students (Cross Boundary Late Transfer Applicants)

4.2 Group 1 Students

4.2.1 The District endeavors to ensure that there is sufficient available space at each school to accommodate continuing students and a new catchment cohort of sufficient size, as determined by the District, to ensure sustainable school organization.

4.2.2 When there is sufficient available space all of the following categories of students will be enrolled for the next school year:

4.2.2.1 Continuing Students

4.2.2.2 New Catchment Applicants for Enrolment

4.2.2.3 Students Placed at a non-catchment school in the previous school year returning to their catchment school.

4.2.3 The order of priority for enrolment of Group 1 students is as follows subject to the rules set out following the priority list below:

4.2.3.1 Continuing Catchment

4.2.3.2 Continuing Non-Catchment

4.2.3.3 Newly Arrived and Placed Students

4.2.3.4 Continuing Non-District

5. **Rules Respecting Enrolment and Placement of Students:**

5.1 Newly Arrived Kindergarten Students Registered by January 31

- 5.1.1 Siblings of continuing catchment students who register at their English catchment school by January 31 are the top enrolment priority and will be offered enrolment ahead of catchment applicants without siblings.
- 5.1.2 When there is insufficient available space for all Newly Arrived Kindergarten Students who register at their English Catchment School by January 31, a priority draw process will be used to determine the order in which available enrolment spaces are offered.
- 5.1.3 Once all siblings have been accommodated, remaining available enrolment spaces will be offered in the order determined by the priority draw process.
- 5.1.4 An ordered waitlist of Catchment Applicants for Enrolment who cannot be accommodated at their catchment school will be maintained by the school.

5.2 Newly Arrived Kindergarten Students Registered after January 31 and by the second Friday in June

- 5.2.1 All applications for enrolment from Newly Arrived Kindergarten Students received after January 31 will be added to the school waitlist according to the date and time when they are received.

5.3 Newly Arrived Grade 1-12 Students Registered beginning November 1

- 5.3.1 All applications for enrolment from Newly Arrived Students (excluding Newly Arrived Kindergarten Students) received, beginning November 1 will be added to the school waitlist according to the date and time when they are received.

5.4 Continuing Students

- 5.4.1 All continuing catchment students will be automatically re-enrolled.
- 5.4.2 In situations where there is insufficient available space to accommodate a new catchment cohort of sufficient size as determined by the District, as well as all continuing non-catchment and all continuing non-District students, then the following priorities for re-enrolment will apply:

5.4.2.1 Continuing Non-Catchment students.

5.4.2.2 Continuing Non-District students.

5.4.3 The District will offer enrolment at another school to continuing non-catchment students who cannot be accommodated at their catchment school.

5.5 Placement of Waitlisted Catchment Students

5.5.1 The District will place waitlisted catchment students at another school.

5.6 Continuing Status of Placed Students

5.6.1 Students who accept a placement for the current school year or the next school year at a school designated as 'full' by the District do not have immediate continuing status at that non-catchment school.

5.6.2 If students accept a placement at a non-catchment school that has been designated as 'full' by the District and remain at that school due to insufficient available space at their catchment school, then continuing status is deferred until the beginning of the school year following the year in which the student first attends the non-catchment school. The student will be considered to have deferred continuing status at the placement school. At the beginning of the next school year, the student will have continuing non-catchment status.

5.6.3 Students who do not wish to be placed at a school designated as 'full' will be offered an alternate placement at a school that is not designated 'full' and will have immediate continuing non-catchment status at that school.

5.6.4 Students who accept a placement at a school not designated as 'full' by the District will have immediate continuing non-catchment status at the placement school.

5.7 Continuing Status of Placed Kindergarten Students

5.7.1 Kindergarten students registered prior to the second Friday in June, at their catchment school, who are placed at a non-catchment school, will have continuing status at the school where they have been placed from the date upon which they start attending the non-catchment school.

They may, at their option, and if available space exists, move to their catchment school in the current or subsequent school year. Immediate continuing status is granted to kindergarten students regardless of whether or not the placement school is designated as 'full' by the District.

5.8 Move to Catchment School

5.8.1 When appropriate space in a school becomes available, placed students on catchment school waitlists will be offered enrolment in their catchment school.

5.8.2 Students with continuing status at a non-catchment school who decline a placement at their catchment school will be removed from the catchment school waitlist.

5.8.3 Students with deferred continuing status (as per 5.6.2) who are offered enrolment at their catchment school prior to the end of the school year in which they were placed may be required to move to their catchment school. Decisions regarding the timing of a student's move to their catchment school will be made in consultation with the Principal.

5.9 Late Catchment Applications for Enrolment

5.9.1 Newly arrived students who wish to enroll after the second Friday in June are considered Late Catchment Applicants for Enrolment.

5.9.2 When sufficient space is available at the catchment school newly arrived students will be offered enrolment at their catchment school.

5.9.3 The District will place newly arrived students who cannot be accommodated at their catchment school at another school with sufficient space.

5.9.4 Newly arrived students cannot displace students already enrolled at the catchment school.

5.9.5 Late catchment applications for enrolment from newly arrived students will be time and date stamped. Students who are unable to be enrolled at their catchment school at time of application will be placed on the school waitlist and offered enrolment at their catchment school when appropriate space in the school becomes available.

5.9.6 Newly arriving students wishing to apply to their catchment school for the current school year may do so until June 15. Any applications after June 15 will be considered for the following school year.

5.10 Catchment School Waitlists

5.10.1 Students will remain on the catchment waitlist until offered a space at the catchment school. Between April 1 and June 30 schools will confirm with the parent(s)/guardian(s) that they wish their child to remain on the catchment waitlist for the following school year.

5.10.2 Children whose parent(s)/guardian(s) do not confirm that they wish their child to remain on the catchment school waitlist will have their names removed from the waitlist.

5.11 School Organization Annex and Main

5.11.1 Kindergarten classes will be organized by the District to ensure efficient use of staff resources.

5.11.2 In elementary school catchments with both an annex building and a main school building the parent(s)/guardian(s) may request their preferred location (annex or main) for their child to enroll in kindergarten.

5.11.3 When there is insufficient space to accommodate all applicants, a draw process will be used to determine which applicants will be offered enrolment.

5.12 Continuing Status of Non-District Students

5.12.1 When a District student becomes a non-District student, due to a change of residence, the continuing status of the student at their VSB school will be reviewed by the Principal.

5.12.2 At full schools that have waitlists of catchment students who are unable to enroll at that school due to lack of space, the Principal will require non-District students to withdraw from their VSB school. In these situations, the Principal will discuss the timing of the student withdrawal with the parent(s)/guardian(s) of the student. Principals will endeavor to withdraw non-District students when there is a break in the

school year i.e., Winter Break, Spring Break, or at the end of the school year.

5.12.3 In District Choice Programs that have waitlists of District students who are unable to enroll in the program due to lack of space, the Principal may require non-District students to withdraw from their VSB school. In these situations, the Principal will discuss the timing of the student withdrawal with the parent(s)/guardian(s) of the student. Principals will endeavor to withdraw non-District students when there is a break in the school year i.e., Winter Break, Spring Break, or at the end of the school year.

5.13 Continuing Status of Eligible First Nation Students and Identification of the Designated First Nation's Schools of Choice

5.13.1 In this Administrative procedure, Eligible First Nation Student and Designated First Nation Schools of Choice apply to members of the x^wməθk^wəjəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish) & səlilwətał (Tseil Waututh) Nations who meet residency requirements as set out in the School Act, Section 74.2.

5.13.2 Under Section 74.2 of the School Act, a First Nation may designate an elementary and a secondary school which eligible First Nation students are eligible to attend.

5.13.3 First Nation students who are ordinarily resident of the First Nation and are ordinarily resident or boarded in the school district will have enrolment priority, and as applicable, waitlist priority, at the Designated First Nation Elementary School of Choice and the Designated First Nation Secondary School of Choice.

5.13.4 Eligible First Nation students enrolled at the Designated First Nation Elementary School of Choice and the Designated First Nation Secondary School of Choice will receive immediate continuing status.

5.13.5 Priority for enrolment, and as applicable, waitlist priority, will be given to Eligible First Nation Students at the Designated First Nation Elementary School of Choice and the Designated First Nation Secondary School of Choice, followed by catchment students (see 4.2).

5.13.6 The First Nation may designate a First Nation Elementary School of Choice and a First Nation Secondary School of Choice on an annual basis, communicated through a process and timeline established together by the First Nation and the Board. This designation continues for each subsequent school year unless the First Nation revokes the designation. It is desirable for the First Nation to nominate a Designated First Nation Elementary School of Choice and a Designated First Nation Secondary School of Choice by January 31 of a given school year, to align with District priority registration windows.

6. Rules Respecting Continuing Status of Students in District Choice Programs:

6.1 Students who complete District Choice Programs

6.1.1 When a student completes a multi-year Secondary District Choice Program, they will have the following enrolment options:

- Continue in the regular program at the school where the District Choice Program is located (current school) if the school has sufficient space to accommodate in-catchment students.
- Non-catchment students may request a transfer to their catchment school. When the catchment school requested is full the student will be placed in the appropriate order on the catchment waitlist.

6.1.2 Non-catchment students who complete the TREK program will not have continuing status at Prince of Wales.

6.2 Student withdrawal prior to completion of a District Choice Program

6.2.1 When the parent(s)/guardian(s) intend to withdraw a student from a District Choice Program, the parent(s)/guardian(s) will communicate their intentions to the school Principal.

6.2.2 When a non-catchment student withdraws from a Secondary District Choice Program during the school year, the Principal of the school will determine whether the student may remain at their current school for the remainder of the school year. If the Principal determines that a student will be transferred to their catchment school, they will advise the family, discuss the timing of the transfer, and facilitate the transfer.

6.2.3 Non-catchment students who wish to remain at their current school for the next school year will apply to remain through the cross boundary application process. The administrative procedures set out in section 10 shall apply to applications received by the last school day of February. Cross boundary applications received after the last school day of February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 12 shall apply to applications received after the last school day of February.

7. Rules Respecting International Education Students Changing Enrolment Status:

7.1 When the parent(s)/guardian(s) request a change of enrolment status of an International Education student to being provincial funding eligible, the parent(s)/guardian(s) will communicate their intentions to the school Principal and the District's International Education department. Steps to register through the Newcomer Welcome Centre (NWC) are outlined in 7.2.

7.2 When an International Education student changes enrolment status by withdrawing from the International Education Program and applying as a provincial funding eligible student, the following steps will apply:

7.2.1 The student will apply to their catchment school through the online registration process. Families requiring support should contact the NWC.

7.2.2 NWC will determine the student's eligibility to be a provincial funded student, and, if eligible, process the student's application.

7.2.3 The student will be registered at their catchment school for the following school year.

7.2.4 For changes of enrolment status during the school year, the Principal of the school will determine whether the student may remain at their current school for the remainder of that school year. The student will be enrolled in their catchment school for September of the next school year.

7.3 Non-catchment International students who change their enrolment status to be provincial funding eligible and wish to remain at their current school for the next school year will apply to remain through the cross boundary application process. The administrative procedures set out in section 10 shall apply to

applications received by the last school day of February. Cross boundary applications received after the last school day of February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 12 shall apply to applications received after the last school day of February.

8. Rules Respecting Continuing Status of Learning Services Student Support Program Students:

8.1 Students who complete Learning Services Student Support Programs

8.1.1 When a student completes an Elementary District Learning Services Student Support Program, the student will return to their catchment school.

8.1.2 When a student completes a Secondary District Learning Services Student Support Program, the Principal, in consultation with District staff and parent(s)/guardian(s) will determine the most appropriate educational placement for the student for the next school year.

8.2 Student withdrawal prior to completion of a Learning Services Student Support Program

8.2.1 When a student withdraws an Elementary District Learning Services Student Support Program, the student will return to their catchment school.

8.2.2 When a student withdraws from a Secondary District Learning Services Student Support Program prior to completing the intended duration of the program, in consultation with District staff and with parent(s)/guardian(s), the Principal will determine the most appropriate educational placement for the student for the remainder of the school year in which the student withdraws. Placement options considered may include: the student remaining at their current non-catchment school, transferring to their catchment school, or being placed at another school for the remainder of the school year, taking into account available space at the respective schools, and any other relevant considerations.

8.2.3 Non-catchment students who withdraw prior to completion of a Secondary Learning Services Student Support Program and would like

to remain at that school for the following school year must apply through the cross boundary application process. The deadline for cross boundary applications for the next school is the last school day of February of the current school year. The administrative procedures set out in section 10 shall apply to applications received by the last school day of February. Cross boundary applications received after the last school day of February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 12 shall apply to applications received after the last school day of February.

8.3 Students who complete Alternate or Alternative Programs

8.3.1 When a student completes a Secondary Alternate and Alternative Program, the student will be pre-transitioned back to their catchment school, or, in consultation with parent(s)/guardian(s), and with the support of the Alternate and Alternative Program staff, the student can apply for another Alternate or Alternative Program, or to a non-catchment school through the cross boundary application process.

8.4 Student withdrawal prior to completion of an Alternate or Alternative Program

8.4.1 When a student withdraws from an Alternate or Alternative Program prior to completing the intended duration of the program, in consultation with District staff and with parent(s)/guardian(s), the Principal will determine the most appropriate educational placement for the student for the remainder of the school year in which the student withdraws. Placement options considered may include: the student remaining at their current non-catchment school, transferring to their catchment school, or being placed at another school for the remainder of the school year, taking into account available space at the respective schools, and any other relevant considerations.

8.4.2 Non-catchment students who withdraw prior to completion of an Alternate or Alternative Program and would like to remain at that school for the following school year must apply through the cross boundary application process. The deadline for cross boundary applications for the next school is the last school day of February of the current school year. The administrative procedures set out in section 10 shall apply to applications received by the last school day of February. Cross

boundary applications received after the last school day of February will be considered as Cross Boundary Late Transfer Applications. The application procedures set out in Section 12 shall apply to applications received after the last school day of February.

9. Rules Respecting Withdrawal of Students After 20 Consecutive School Day Absences:

- 9.1 Students who have never attended by the end of the first week of school in September will be withdrawn, unless a prior arrangement has been made with the school Principal.
- 9.2 School Principals have the authority to withdraw any student who is absent for more than 20 consecutive school days.
- 9.3 When determining whether or not to withdraw a student who has been absent for more than 20 consecutive school days Principals may take the following factors into consideration:
 - Family circumstances
 - Availability of space for waitlisted catchment students at full schools
 - Other relevant factors
- 9.4 Withdrawn students do not have continuing status at their former school.
- 9.5 Once withdrawn, an enrolment application to their catchment school is required for students who wish to be re-admitted.
- 9.6 If a space is not available at the time of application, the student will be placed on a waitlist for their catchment school and placed at another school within the District.

10. Cross Boundary Application and Enrolment Process - Group 2 Students:

- 10.1 This section applies to students who are applying through the cross boundary application process to enroll in a non-catchment school.
- 10.2 Applications for cross boundary enrolment must be submitted by the last school day of February.
- 10.3 Applications submitted after the last school day of February will not be considered.

- 10.4 Eligibility to enroll depends on the availability of space and facilities at the requested school.
- 10.5 District students making a cross boundary application must register at their catchment school to be considered for cross boundary enrolment.
- 10.6 Group 2 Students – Enrolment Priorities for Cross Boundary Applicants

The priorities for enrolment of cross boundary applicants are set out in the table below, subject to the rules that follow the table.

Enrolment Priority	Student Category	Student Description
1	Sibling of a Continuing Non-Catchment Student	The sibling of a continuing non-catchment student who will be attending the school concurrently.
2	Non-Catchment Student - Daycare	A student of school age who is resident in the Vancouver School District, but not in the catchment, and who is enrolled in an on-site daycare within the catchment or whose child-care needs are provided within the catchment (applies to K-7 only)
3	Non-Catchment Student	A student of school age who is resident in the District and not resident in the catchment area of the school
4	Non-District Student	A BC resident who does not reside in the Vancouver School District.

11. Rules Respecting Enrolment Priorities for Cross Boundary Applicants:

- 11.1 Tie Breaking - Where there is insufficient available space to accommodate all cross boundary applicants at the requested school, a draw process will be used to determine which applicants will be offered enrolment.
- 11.2 Sibling Priority - Sibling priority will apply only when a sibling currently attending will be attending concurrently with the applicant.

- 11.3 Non-District Students - Non-District students may apply directly to the requested school.
 - 11.4 Independent Schools - Vancouver residents entering the District from an independent school must register at their catchment school prior to making a cross boundary application.
 - 11.5 Non-Catchment Students Attending an Annex - Non-catchment students attending an annex who wish to attend the affiliated main school must apply through the cross boundary application process.
 - 11.6 Non-Catchment Students Attending Elementary Schools - Elementary students must apply through the cross boundary application process to attend a non-catchment secondary school.
 - 11.7 Offers of Cross Boundary Enrolment - Families will be informed of the status of their cross boundary application by March 31 of the current school year.
 - 11.8 School Waitlist - Each school will maintain an ordered waitlist of cross boundary applicants not offered enrolment. This waitlist will be maintained until September 30 of the school year for which the application was submitted. When appropriate space in a school organization becomes available, waitlisted students may be offered enrolment at the requested school.
12. **Cross Boundary Late Transfer Applications – Group 3 Students:**
- 12.1 Requests for transfer to a non-catchment school received after the last school day of February and by the second Friday in June are considered to be cross boundary late transfer applications.
 - 12.2 District students making a cross boundary late transfer application must first be registered at their catchment school to be considered in the cross boundary late transfer process.
 - 12.3 Group 3 Students – Enrolment Priorities for Cross Boundary Late Transfer Applicants

The priorities for enrolment of Cross Boundary Applicants are set out in the table below, subject to the rules that follow the table.

Enrolment Priority	Student Category	Student Description
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1	Sibling of a Continuing Non-Catchment Student	The sibling of a continuing non-catchment student who will be attending the school concurrently
2	Non-Catchment Student -Daycare	A student of school age who is resident in the school district and who is enrolled in on-site daycare or whose child-care needs are provided within the catchment (applies to K-7 only)
3	Non-Catchment Student	A student of school age who is resident in the Vancouver School District and not resident in the catchment area of the school
4	Non-District Student	A BC resident who does not reside in Vancouver

12.4 Cross Boundary Late Transfer Application Process

12.4.1 Group 1 and 2 students have enrolment priority over students making cross boundary late transfer applications.

12.5 School Waitlist

12.5.1 Cross boundary late transfer applications will be date and time stamped when received by the requested school. Each school will maintain an ordered waitlist of cross boundary late transfer applicants until September 30 of the school year for which the application was submitted.

12.5.2 When appropriate space in a school becomes available, waitlisted students may be offered enrolment at the requested school.

13. **School Programs:**

13.1 An application to enroll in a specific/unique educational program at the school may only be made after the student has been offered enrolment at the school through the cross boundary application process or cross boundary late transfer application process. This is not applicable to District Choice Programs nor to

District Learning Services Student Support Programs. District Choice Program applications are made through an online application to the specific program. Families requiring support should contact their current school Principal. Enrolment in District Learning Services Student Support Programs are through referral by the School-Based team in communication with a student's parent(s)/guardian(s).

14. International Students:

14.1 International fee-paying students and exchange students will be eligible to enroll and register in District schools in accordance with Administrative Procedure 303 - Admission of International Students.

15. Application and Admission to Kindergarten District Choice Programs:

15.1 All Kindergarten Choice Programs are District Choice Programs.

15.2 Rules respecting the application and admission process for Kindergarten District Choice Programs are set out below.

15.3 Application to enroll in a Kindergarten District Choice Program must be made online. Families requiring support should contact their catchment school Principal.

15.4 The application process timeline will be published before the application process opens.

15.5 Applications will not be accepted after the application deadline has passed.

15.6 The Catchment Area for all Kindergarten District Choice Programs is the geographic area served by the District.

15.7 Kindergarten Application to District Choice Programs

15.7.1 Enrolment Priorities for Kindergarten Choice Programs

Enrolment Priority	Student Category	Student Description
1	Sibling of a continuing program student who resides in catchment	The sibling of a continuing District Choice Program student in the school who is currently attending the same District Choice Program and will be attending the same program concurrently.

2	Student who resides within the catchment	Student is resident in the Vancouver School District.
3	Non-Catchment Student	Student is a BC resident who does not reside in the Vancouver School District.

15.7.2 Tie Breaking - When there is insufficient space to accommodate all Kindergarten applicants for the Kindergarten District Choice Program at a school, a draw process will be used to determine which applicants will be offered enrolment following the same order of priority as set out in table 15.7.1.

15.7.3 Offers of Program Placement - Families will normally be informed of the status of their District Choice Program application to Kindergarten by the end of February.

15.7.4 Kindergarten District Choice Program Waitlist - An ordered waitlist of Kindergarten applicants for District Choice Programs will be maintained until June 30 of the school year for which the application was submitted.

16. Grades 1 to 7 Application to District Choice Programs:

16.1 Applicants wishing to be considered are required to submit an online application. Families requiring support should contact their current school Principal.

16.2 Sibling priority for students in grades 1 to 7 District Choice Programs applies only at the program's initial entry point (i.e., Kindergarten, grade 6 Late French Immersion, etc.).

16.3 The application process timeline will be published before the application process opens.

16.4 In-catchment applications for District Choice Programs will receive priority over non-catchment applicants.

16.5 Tie Breaking - When there is insufficient space to accommodate all applicants for the District Choice Program at a school, a draw process will be used to determine which applicants will be offered enrolment.

- 16.6 Offers of Program Placement - Families will normally be informed of the status of their grade 1 to 7 District Choice Program application by the end of May.
- 16.7 The late application process and timeline will be published. Applications received after the priority registration window closes will be added to the waitlist by date and time of application.
- 16.8 The grade 1 waitlist for Early Mandarin Bilingual and Early French Immersion District Choice Programs expires on September 30 of the school year for which the application was submitted, with the exception of children who are enrolled in a corresponding language program or have sufficient language skills.
- 16.9 District Choice Program waitlists for students in grades 1-7 expire on June 30 of the school year for which the application was made. A new application must be submitted for each school year.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act; Bill 40

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