

## Administrative Procedures

<p><b>AP-403</b></p> <p><b>ADMISSION/TRANSFER OF STUDENTS</b></p>	<p><b>Date of implementation:</b> January 2007</p> <p><b>Date of review:</b> November 26, 2024</p>
	<p><b>Related Administrative Procedures:</b></p> <p><a href="#">AP-801 Transportation Service</a></p> <p><a href="#">AP-810 Parent Transportation Allowance</a></p>

**Purpose:** To outline the regulations and guidelines for all students seeking to register or transfer in Prairie Spirit schools.

**Background:**

The Division provides learning opportunities to children and parents within the context of the Board’s vision, mission, and beliefs.

All persons, according to *The Education Act, 1995*, who have attained the age of six (6) years, but not yet attained the age of twenty-two (22) years, have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

**Procedures:**

- 1) Resident Students:
  - a) The principal is responsible for admitting students to the school, including collection, assessment, entry and retention of all required information.
  - b) In general, students attend the school within their designated attendance area. Requests for admission to schools from students living outside the normal attendance area are to be submitted to the Director of Education or designate for approval. This placement will be made in consultation with the school administration and the parent.
  - c) Students who are under twenty-two (22) years of age on the first day of the school year will be admitted. The Division’s legal obligation to provide access to courses, subjects or programs at no cost terminates at the end of the school year in which a person attains their twenty-second birthday.
  - d) If students require special programming, the school attended is to be designated by the Director of Education or designate.
  - e) Resident adults, who are or exceed twenty-two (22) years of age, may enroll in schools of the Division with the approval of the Director of Education.
  - f) When a student enrolls in a Prairie Spirit school for the first time, the principal shall require the parents or caregiver(s) to submit documentation verifying the student’s name, date of birth, and citizenship.

The following documents may be used for this purpose:

- i) Certificate of Birth
- ii) Passport
- iii) Permanent Resident Card or Confirmation of Permanent Residence
- iv) Status Card
- v) Other documentation from Citizenship and Immigration Canada
- g) If the required documentation cannot be provided at the time of registration, the administrator of the school will consult with the designated Learning Superintendent prior to admitting the student to school.
- h) Students who do not have a Canadian birth certificate will register via the Prairie Spirit Newcomer Welcome Centre.

## 2) Pre-Kindergarten

- a) The Ministry of Education has approved Pre-Kindergarten programs in various school communities across the Division.
- b) The Pre-Kindergarten program is designed for three and four year old (3 and 4 year old) children who would benefit from extra support prior to starting school. The program provides children with developmental opportunities and supports at an early age.
- c) Each Ministry Pre-Kindergarten program has sixteen (16) spaces available and is part of the elementary school. Pre-Kindergarten is led by a professional teacher who is experienced in Early Childhood Education. To participate in the Pre-Kindergarten Program, parents must complete a Pre-Kindergarten application form for their child made available at the school and online.
- d) A Division selection committee will review the Pre-Kindergarten applications received. Decisions about the class are being made based on the Ministry of Education's specific criteria and the availability of spaces, while meeting the needs of the most vulnerable children first. Other determining factors that are specific to each child will also be taken into consideration.

## 3) Kindergarten and Grade One

- a) Children who are five (5) years of age as of December 31 of the school year may be admitted to Kindergarten.
- b) Because Kindergarten is not mandatory, if parents choose to keep their children home until they are six (6) as of December 31, it will be a school-based decision if their first placement will be in Kindergarten or Grade One.
- c) The Principal is required to collect, assess and record information required for the admission of students to schools. The final decision for placement will be based on the information collected,

as well as consultations with parents and school and Division staff, as applicable. Otherwise, children who are six (6) years of age as of December 31 of the school year are to be admitted to Grade One.

#### 4) Non-Resident Students and Non-Provincial Students

- a) Applications to attend a Prairie Spirit school can be made to the Director of Education or designate for any students living outside of the Division.

In reviewing the request, the Director or designate will consider:

- i) Available space in the classroom and school.
  - ii) Available and appropriate resources.
  - iii) Ability to meet educational needs.
- b) Transportation will not be provided.
  - c) Tuition fees will be charged to non-resident students and/or non-provincial students as outlined in *The Education Regulations to The Education Act, 1995*, and/or agreements with other education service providers.
  - d) The non-resident student or the sending school division pays one hundred percent (100%) of the Regulation 14 tuition fee to the Division for special education services.
  - e) Where we have tuition agreements in place with First Nation partners, tuition will be paid three (3) times per year or monthly.

#### 5) Non-Canadian Students

May be admitted subject to the following conditions:

- a) Enrolment of an international student will occur only after Prairie Spirit Newcomer Welcome Centre approval and upon payment of tuition fees (if applicable) and submission of other appropriate documentation as indicated by the Director of Education or designate. Tuition fees are paid for the full year.
- b) Students who last attended school in a country other than Canada may, prior to admission to a school in the Division, be required by the principal to have their previous educational standing evaluated by the Ministry of Education.
- c) Best placement is considered to be age appropriate.

#### 6) Exchange Students

May be admitted subject to the following conditions:

- a) The Director of Education or designate approves the request for admission.

- b) Exchange students who are not eligible for provincial grant recognition pay one hundred percent (100%) of the computed tuition fee amount.
- c) Tuition fees are waived for students who are eligible for Ministry of Education grant recognition. Eligible students are those engaged in a year of study in the Division as part of a reciprocal exchange program. A reciprocal exchange program is one where at least one student from the Division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following Grade Twelve.
- d) An exception to the definition of reciprocal exchange program is a program where there are specific one-to-one exchange arrangements between foreign countries and the Province of Saskatchewan (e.g., Rotary Exchange and German Exchange programs).

#### 7) Request for Out of Attendance Area

The application process for requesting attendance at an out-of-attendance area school is as follows:

- a) Parent(s)/caregiver(s) contact school administration of the school in the family's attendance area to discuss reasons for the request.
- b) In the event that the request is still desired, parent(s)/caregiver(s) will contact school administration at the school they would like their child(ren) to attend.
- c) The principals from both schools will communicate with one another regarding the request.
- d) If the request is still desired, the principal of the current school will provide the parent(s)/caregiver(s) with an Out of Attendance Area Request form. Upon completion, the principal of the receiving school will submit the form to Division Office. This written application must specifically outline reasons for the request and have school administration acknowledgment of both schools.
- e) The Learning Superintendent(s) consider the application and determines feasibility of the request.

General transfers may be considered if:

- i) An educational, financial, safety or health condition affecting the student would be reasonably improved as a result of the transfer.
- ii) There is some other special hardship or detrimental condition affecting the student or the student's immediate family that would be alleviated as a result of the transfer.
- iii) Attendance at another school in the Division is more accessible to the parent's place of work or to the location of childcare.
- iv) There is space within the established class. Student enrolment limits are valued by the Board, thus requests made within a school year will not exceed the limits.

General transfers may not be granted if:

- v) There is no space available in the grade level, class or at the school in which the student desires to be enrolled.
  - vi) There are no appropriate educational programs or services available to improve the student's condition as stated in the request for transfer.
  - vii) The student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
  - viii) The admittance of out-of-attendance students will result in more staff than otherwise would be allocated.
  - ix) The transfer potentially results in negative impacts to the current schools' programming opportunities for other students.
  - x) The transfer potentially results in staffing allotments requiring changes to either the grade configuration or overall number of staff at the current school.
  - xi) Application for request has not followed the outlined procedure.
- f) The attendance area Learning Superintendent works collaboratively with the Learning Superintendent of the out-of-attendance area school and the out-of-attendance area school administration.
  - g) The attendance area Learning Superintendent will contact the parent(s)/caregiver(s) regarding the outcome of the request.
  - h) Once accepted into the new school, placement shall be continuous if space remains available.
  - i) If the process of application or appeal is not followed at any time, all parties will reinforce the commitment to the outlined protocol.
  - j) Other considerations
    - i) Relocating during the school year (family move):
      - (1) The in-school administration will contact the Learning Superintendent and notify them of the situation.
      - (2) A student who moves outside the attendance area, but remains within the Division, will not be required to apply for out-of-attendance area status. The student will be permitted to complete the grade within the school where the grade began.
      - (3) In the event that a transfer is requested during the school year, the school administration, parent(s)/caregiver(s), and superintendent will determine an appropriate transfer date to the student's catchment area. This decision will be based on what is in the best educational interests of the student.

(4) In the beginning of the new academic year, if the student requests to remain at the out-of-attendance area school, the complete request for transfer must be followed.

ii) Mid-year transfers (without relocation):

Mid-year transfers are not recommended and can be challenging for both the student and the school for many reasons. These include, but are not limited to, disruption to learning, social adjustment, classroom complexities, timing and synchronization, and emotional impact. Additionally, the school they are currently attending has implemented appropriate programming, staffing and accommodations for the duration of the school year.

A mid-year transfer may be considered if:

- (1) An educational, safety or health condition impacting the student would be reasonably improved by the transfer.
- (2) We believe in keeping families together and as such if a request is made to transfer one child, the expectation is siblings attending the same school would also transfer.
- (3) There is space within the established class.
- (4) The school can accommodate programming and/or specialized support.

iii) Mid-year transfers between school divisions:

For mid-year transfers between Prairie Spirit School Division and Greater Saskatoon Catholic School Division consultation will occur between the superintendents of the two school divisions.

iv) Students who reside outside of their home:

- (1) Where students do not reside in a home with their parent, caregiver or legal guardian, the Division will require an Informal Guardianship Letter to be completed by the parent, caregiver and/or legal guardian regarding the circumstances surrounding the student's residency, and regarding the identity of the responsible adults to be contacted for the purpose of day-to-day school decisions. This clause may be waived in instances where student safety is a concern.

v) Request for the new school year:

- (1) Although parent(s)/caregiver(s) are encouraged to enroll children in the school within their catchment area, the Board recognizes that requests for out-of-area attendance will occur. Therefore, in order to assist the Division, achieve the best program continuity and allocation of staff, the Board encourages and appreciates when parents are able to make such transfer requests for the upcoming new school year prior to March 31.

vi) Transportation

- (1) When a family requests attendance at a school out of their attendance area, then the transportation is the responsibility of the family (see subsection (2) below for exception)
- (2) Families may receive approval for Out of Area Transportation through the approval of the Transportation Department subject to the following conditions.
  - (a) This request and subsequent approval would need to be done on an annual basis.
  - (b) The Division will not incur additional busing costs for an out of attendance area student.
  - (c) There must be capacity on the bus.
  - (d) The child must meet the bus at an existing stop.
  - (e) All arrangements would be made in consultation and with the approval of the Transportation Manager.

8) Transfers or Registrations from Other School Divisions

- a) Students entering the Division will be placed at the grade level designated by their previous school division.

9) Documentation

- a) Principals are required to collect, assess and record information required for the admission of students to schools.
- b) It is the responsibility of parent(s)/caregiver(s) of students to provide information required by the principal.

*References:*

[The Education Act, 1995](#)

[Education Regulations, 2019](#)

*Out of Attendance Request Form (internal document)*

[Mid-Year Transfers between Greater Saskatoon Catholic Schools and Prairie Spirit Schools](#)  
*(internal document)*

[Transfer Request Form – Home-Based Learning](#) *(internal document)*

[Informal Guardianship Letter](#) *(internal document)*

[Attendance and Transfer Protocol](#) *(internal document)*