



HURON-PERTH CATHOLIC

District School Board

Admission of Students

Adopted:	November 1, 2021	Policy #:	P 2.1.1.
Revised:		Policy Category:	2.1. School Operations

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board provides a high quality Catholic education to the community of Huron-Perth. The ethos of our Catholic schools are centred on principles of faith, hope and love. Our admissions policy adheres to all pertinent statutes and regulations and extends the invitation for admission to our schools to children of parents who have embraced, and successfully completed, a Catholic education (including the religious education and formation programs of our secondary schools).

POLICY STATEMENT:

It is the policy of the Board to admit a student to their home school where the student is a resident pupil of the Board and their parent/guardian is a Catholic Family as defined by this Policy. Other students may request admission to a school operated by the Board in accordance with this Policy.

The evaluation of eligibility for admissions of pupils, who are either out of boundary, non-residents, non-Catholic families or international students within the meaning of this Policy, is based upon parent/guardian and pupil support for the mission, vision and values of the Board, program availability, class size constraints and the desire for a faith-based and distinctly Catholic education. Requests for admission are reviewed and evaluated in accordance with this Policy and are not subject to appeal.

Eligibility for transportation is determined in accordance with the Board's Policies, as amended.

Procedures shall be developed that outline the process for admission pupils for elementary and secondary schools.

PROCEDURES:

1.0 ELEMENTARY SCHOOL

Parent(s)/Guardian(s) who wish to enroll their child(ren) in a school of the Board shall contact the school principal to receive registration materials and processes.

1.1 Catholic Families & Graduates of Catholic Secondary Schools Evidence of Catholic School Support

Parent(s)/Guardian(s) shall provide evidence of baptism (for themselves or their child) or successful completion of at least four secondary school courses in religious education as conferred by a Catholic secondary school.

1.1.1 Resident and In-Boundary

- a) Parent(s)/Guardian(s) shall provide proof of residence within the Board zone, the school zone and proof that the parent/guardian is a separate school supporter. ¹
- b) Parent(s)/Guardian(s) shall complete the online registration process and provide all necessary documentation.

1.1.2 Non-Resident and/or Out-of-Boundary

- a) Parent(s)/Guardian(s) shall provide proof of residence within Ontario and proof that the parent/guardian is a separate school supporter.
- b) Parent(s)/Guardian(s) shall complete the online registration process and provide all necessary documentation; non-resident and/or out-of-boundary applications require approval before admission.
- c) The parent/guardian shall attest that they understand that admission is subject to this attestation, program availability, class size constraints and transportation is not provided for non-resident and/or out-of-boundary pupils.
- d) Parent(s)/Guardian(s) of out-of-province and international students shall refer to Section 3.0.

1.2 Non-Catholic Families

Attestation of Support for Catholic School Programs

Parent(s)/Guardian(s) and the pupil (where the pupil is 12 years of age or older) shall attest that they support the mission, vision and values of the board, desire a distinctly Catholic education, agree to actively participate in the faith formation and catechetical program of the school. Furthermore, the parent/guardian shall attest that they understand that admission is subject to this attestation, program availability, class size constraints and the availability of transportation (if eligible).

1.2.1 Resident and In-Boundary

- a) Parent(s)/Guardian(s) shall provide proof of residence within the Board zone and the school zone.
- b) Parent(s)/Guardian(s) shall complete the online registration process and provide all necessary documentation; the application requires approval before admission.

1.2.2 Non-Resident and/or Out-of-Boundary

- a) Parent(s)/Guardian(s) shall provide proof of residence within Ontario.

- b) Parent(s)/Guardian(s) shall complete the online registration process and provide all necessary documentation; non-resident and/or out-of-boundary applications require approval before admission.
- c) The parent/guardian shall attest that they understand that admission is subject to this attestation, program availability, class size constraints and transportation is not provided for non-resident and/or out-of-boundary pupils.
- d) Parent(s)/Guardian(s) of out-of-province and international students shall refer to Section 3.0.

2.0 SECONDARY SCHOOL

2.1 Catholic and Non-Catholic Families

Pupils qualify to attend a secondary school of the Board if they meet at least one of the following criteria:

- i) Their guardian is a separate school supporter and resides in the school zone;
- ii) The pupil is 16 or 17 years of age, has withdrawn from parental control, is a Roman Catholic and resides in the school zone;
- iii) The pupil is a separate school supporter resides in the separate school zone and is an owner or tenant of residential property in the zone that is separately assessed;
- iv) The pupil is a Roman Catholic, is not the supporter of any board, is at least 18 years of age and resides in the school zone;
- v) Their guardian is a public school supporter and resides in the school zone;
- vi) The pupil is 16 or 17 years of age, has withdrawn from parental control and resides in the school zone; or
- vii) The pupil is 18 years of age and resides in the school zone.

Pupils that were admitted to Catholic elementary schools under the Board's Catholic family provision (Section 1.0) are not eligible for exemptions to Religious Studies programs while they attend secondary schools of the Board.

2.2 Resident and In-Boundary from a Catholic Elementary Schools of the Board

- a) Complete online registration in conjunction with school staff.

2.3 Resident and In-Boundary From Outside the Board

- a) Parent(s)/Guardian(s) or adult students* shall contact the secondary school to meet with the Principal or designate.
- b) After the meeting with the school principal or designate, parent(s)/Guardian(s) or adult students* shall complete the online registration process and provide proof of residency and proof of direction of tax support to the English Catholic School Board.

2.4 Non-Resident or Out-of-Boundary

- a) Parent(s)/Guardian(s) or adult students* shall contact the secondary school to meet with the Principal or designate.

- b) After the meeting with the school principal or designate, parent(s)/Guardian(s) or adult students* shall complete the online registration process and provide proof of residency and proof of direction of tax support to the English Catholic School Board.
- c) Non-resident or out-of-boundary applications require approval before admission.
- d) Parent(s)/Guardian(s) of out-of-province and international students shall refer to Section 3.0.

3.0 OUT-OF-PROVINCE AND INTERNATIONAL STUDENTS

3.1 International Students

The Board may admit international students who do not have Permanent Resident Status with the payment of a fee and may accept exchange students, without fee, for legitimate exchange programs. Requests for admission of international students not possessing Permanent Resident Status shall be processed through the Office of the Director of Education.

3.1.1 Application Process

Parent(s)/Guardian(s) who do not have permanent resident status₂ shall:

- a) Contact the Superintendent of Business for information regarding the necessary documentation to support an application.
- b) Provide the necessary documentation in support of the request for admission to the Office of the Director of Education along with their attestation of support for Catholic schools.
- c) Subject to approval by the Director of Education or designate, the Board will issue a "Letter of Admissions".
- d) Parent(s)/Guardian(s) shall present the "Letter of Admission" to the local immigration officials who issue a Student Authorization Document.
- e) Parent(s)/Guardian(s) present this document to the school Principal for admission.

3.1.2 Exchange Students

Admissions of exchange students are to be referred directly to the Office of the Director of Education and if in doubt as to the validity of the exchange, the matter will be referred to the District Office or Central Office of the Ministry of Education and Training for a "bona fide rating" of the exchange. The Board endorses the concept of legitimate international student exchange programs provided that students from this Board have the opportunity for placement on an equal basis.

3.1.3 Tuition and Fees

Fees for attendance shall be the amount determined in accordance with the *Education Act*, as amended, and its regulations thereunder.₃

3.1.4 Health Insurance

Admission of any international students will be conditional upon the individual having valid and sufficient health insurance coverage prior to being registered in the school and for the duration of their studies with the Board.

3.2 Canadian Students from Out of Province

The Board may admit Canadian students from outside of the province, with the payment of a fee and may accept exchange students, without fee, for legitimate exchange programs. Requests for admission shall be processed through the Office of the Director of Education.

3.2.1 Application Process

Parent(s)/Guardian(s) whose primary residence is outside of Ontario shall:

- a) Present proof of their primary residence to the Office of the Director of Education along with their attestation of support for Catholic schools.
- b) Subject to approval by the Director of Education or designate the Board will issue a "Letter of Admissions".
- c) Parent(s)/Guardian(s) present this document to the school Principal for admission.

3.2.2 Exchange Students

Admissions of exchange students are to be referred directly to the Office of the Director of Education and if in doubt as to the validity of the exchange, the matter will be referred to the Ministry of Education and Training for a "bona fide rating" of the exchange. The Board endorses the concept of legitimate international student exchange programs provided that students from this Board have the opportunity for placement on an equal basis.

3.2.3 Tuition and Fees

Fees for attendance shall be the amount determined in accordance with the *Education Act*, as amended, and its regulations thereunder.

3.2.4 Health Insurance

Admission of any international students will be conditional upon the individual having valid and sufficient health insurance coverage prior to being registered in the school and for the duration of their studies with the Board.

3.3 Other Situations

3.3.1 Collection of Fees Prohibited

The Board shall not collect fees in certain situations as set out in the Education Act:

- (a) a person who is a participant in an educational exchange program under which a pupil of the board attends a school outside Canada without a fee;
- (b) a person who is a dependant within the meaning of the *Visiting Forces Act* (Canada);

- (c) a person if that person, his or her parent or someone else with lawful custody of him or her is in Canada,
- (i) under a temporary resident permit issued under the *Immigration and Refugee Protection Act* (Canada),
 - (ii) under a diplomatic, consular or official acceptance issued by the Government of Canada, or
 - (iii) claiming refugee protection under the *Immigration and Refugee Protection Act* (Canada) or having had such protection conferred on him or her;
- (d) a person if that person is awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada) or an application for Canadian citizenship and his or her parent or someone else with lawful custody of him or her is a Canadian citizen resident in Ontario;
- (e) a person if his or her parent or someone else with lawful custody of him or her is in Canada,
- (i) under a work permit or awaiting the determination of an application for a work permit under the *Immigration and Refugee Protection Act* (Canada),
 - (ii) as a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (Canada) or is awaiting determination of an application for permanent residence in Canada under the *Immigration and Refugee Protection Act* (Canada),
 - (iii) as a religious worker authorized to work in Canada under clause 186 (l) of the Regulations made under the *Immigration and Refugee Protection Act* (Canada),
 - (iv) in accordance with authorization under the *Immigration and Refugee Protection Act* (Canada) to study in Canada and is a full-time student at a university, college or institution in Ontario, including an institution that is an affiliate or federated institution of a university or college, that receives operating grants from the Government of Ontario, or
 - (v) in accordance with an agreement with a university outside Canada to teach at an institution in Ontario, including its affiliated or federated institutions, that receives operating grants from the Government of Ontario;
- (f) a person who is a member of a class of persons prescribed by regulation for the purposes of this subsection. ²

3.3.2 Undocumented Applications

The Board may admit persons who are unlawfully in Canada in accordance with situations set out in statute, regulation or policy and program memoranda. ⁴

DEFINITIONS:

Guardian – a person who has the legal custody of the pupil. Where applicable, this term also refers to pupils who are 16 or 17 years old and have withdrawn from parental control and pupils who are 18 years old or older.

Pupil (Elementary) – a person who is four years old on or before December 31st in the year of admission.

Pupil (Secondary) – a person who has successfully completed a program of study in an elementary school and is eligible for admission to a secondary school.

Catholic & Roman Catholic – a person baptized Roman Catholic or in a faith that is in union with the See of Rome.

Home School – the school (elementary or secondary) for which the pupil is qualified to be a resident pupil within the meaning of the *Education Act*, as amended. The home school is used to define the pupil's school zone.

Catholic Family (or Catholic Families) – Regardless of municipal tax direction, a family is a Catholic Family where the parent/guardian of a pupil is baptized as a Catholic or Roman Catholic, and/or the parent/guardian is a graduate of a Catholic secondary school that has successfully completed at least four secondary school courses in Religious education. This definition also includes instances where the pupil is baptized as a Catholic or Roman Catholic.

Non-Catholic Family (or Non-Catholic Families)– A parent/guardian who is not baptized Roman Catholic and is not a graduate of a Catholic secondary school who has successfully completed four secondary school courses in Religious education.

Resident Pupil – a person who meets the qualifications of a resident pupil for elementary or secondary, as applicable, under the *Education Act*, as amended, with respect to attendance at a school of the Board.

Non-Resident Pupil – a pupil who does not meet the qualifications of a resident pupil for elementary or secondary, as applicable under the *Education Act*, with respect to attendance at a school of the Board.

Out of Boundary Pupil – a pupil whose parent/guardian does not reside within the school zone.

In-Boundary Pupil – a pupil whose parent/guardian resides within the school zone.

Permanent Resident – A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries and is a status conferred by the Government of Canada.

***Adult Student** – The pupil is 16 or 17 years of age, has withdrawn from parental control or is 18 years of age or older.

REFERENCES:

- Education Act (ss. 33(3))
- Education Act (ss. 49(6)) & (ss. 49(7))
- Ontario Reg. 490/20
- PPM 136

RESOURCES, APPENDICES AND FORMS:

- N/A