



Student Registration and Admission

Date Approved: 2018

Projected Review Date: 2022

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Director of Education
Executive Council

TERMINOLOGY:

Admission: Process of reviewing the registration and documentation to determine if the proper requirements are met to be admitted into a school.

Adult Student: Students who are 18 years of age or over who have been out of high school for at least one year.

Assessment Centre: The Assessment Centre offers a variety of services to those who are newcomers to Canada, as well as academic and community services. These include:

- English as a Second Language assessment for newcomers



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- Admissions for International and Exchange students
- Prior Learning Equivalent Credits
- Mature student credit assessment
- Student records

Deregistration: Process of which a student is no longer a student at a particular school.

Extraordinary Circumstance: Unusual situation which is not ordinary for an Out-of-Catchment application.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

International Student: The *Immigration and Refugee Protection Act Subsection 30(2)* states that: “Every minor child (age 17 or younger) in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level.”

Under the Immigrant and Refugee Protection Act, people coming to Canada legally as non-immigrants will have temporary resident status and are authorized to respectively, study, work, or visit in Canada, provided they have either a Study Permit (SP) or a Work Permit (Employment Authorization) (WP) if one is required to work or study in Canada. An international student studying at HWDSB on a Visitor Visa and a study permit is required to pay fees according to the Education Act 49(6).

Out-of-Catchment: The request to enrol at a school that is not the designated school within the geographic area in which a student resides.

Out-of-District: The request for a student not living in the City of Hamilton to enrol at an HWDSB school.

Program In-Catchment: The program location students are eligible to attend based on the geographic area in which they reside, such as French Immersion or International Baccalaureate.

Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the City of Hamilton and are English-language public school supporters they are considered to be “resident pupils” of the Board.

Registration: Process of filling out a form and providing your school with the necessary documentation.

Unique Accommodation Pressure: A situation in which available instructional spaces at a school, either by room design or due to programs offered (e.g. special education, system programs) does not truly reflect how the school is being utilized as defined by Ministry of Education calculations – enrolment versus capacity.



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ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of Students.

Full-Day Kindergarten Students

Full-day Kindergarten is available for four and five-year-old children at all schools offering Kindergarten programs. Students must be registered at their in-catchment school for kindergarten. Registration begins the first Monday of February each year.

Elementary School Students

During the school year, students new to the area and already of school age must register at their in-catchment school.

If arriving during the summer, students must register at their in-catchment school during the last week of August.

Secondary School Students

During the school year, students new to the area and previously enrolled in secondary school must register at their in-catchment secondary school.

If new to the area during the summer, an appointment should be made with the in-catchment school principal or vice-principal to find out about registration dates and requirements.

International Students

Elementary students will be placed in the grade for which they are age appropriate. Elementary students must live with an immediate family member while studying with HWDSB.

All secondary school applicants must have a B average or greater (approximately 75%). The final placement, program and school a student attends, will be determined by HWDSB and will be decided by the student's home address and level of English language proficiency. Wherever possible, arrangements will be made to match the student's academic interests.

All students who plan to study for more than six months must apply for, and receive, a Study Permit from Citizenship and Immigration Canada before leaving their home country to attend a school in Canada.



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Adult Students

Adult students are required to contact HWDSB's Assessment Centre for a Credit Assessment and to determine the appropriate program to register for.

Out-of-Catchment Process

The board allows for out-of-catchment requests on an annual basis. The criteria for determining schools open to out-of-catchment requests includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is NOT experiencing significant new development pressures.
- If the school is NOT undergoing a boundary review in the upcoming year.
- If the school is NOT currently holding students for a new school.
- If the school does NOT offer a French Immersion program.
- If the school is NOT involved in a pupil accommodation review during the upcoming school year.

Open

The list of schools open to out-of-catchment requests are reviewed and updated annually on the board's website.

Closed

The list of schools closed to out-of-catchment requests are reviewed and updated annually on the board's website.

Schools closed to out-of-catchment do not accept applications and do not generate a wait list.

A procedure will be established and maintained that will outline the application process from January to March each year for both elementary and secondary out-of-catchment requests.

Out-of-District

Students from outside the jurisdiction of HWDSB who have the right under the Education Act to attend a school shall be admitted, and fees will be charged in accordance with provincial legislation.



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PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49

HWDSB Policies

Boundary Review
 Student Fees
 Transportation