

ADMIN PROCEDURES MANUAL



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Administrative Procedure 300 supports Board of Education Policy No. 1: District Foundational Statements and Policy No. 21: New Westminster Sanctuary Schools.

Provincial legislation requires that an educational program be provided free of charge to every eligible student of school age who is ordinarily resident in British Columbia. Provincial legislation also supports choice for families to decide the location where their child will attend school.

The placement of a student in a school will be dependent upon the availability of space, facilities, programs, and resources to meet the needs of the student. Decisions about whether space, facilities programs, and resources are available in individual schools or educational programs will be made by the Superintendent or designate. The Superintendent may assign or reassign students to specific schools or educational programs as required to meet student needs.

As per Policy No. 21 (New Westminster Sanctuary Schools) ordinarily resident students with precarious or no immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities.

The District may provide for the admission of fee-paying students to district schools. This Administrative Procedure does not apply to fee-paying students. Please refer to [Administrative Procedure 301](#) for such circumstances.

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- 1.1 A student is eligible to enroll in an educational program provided by the board of a school district if the person is of school age and resident in British Columbia. Appendices A, B & C provide specific information about the educational needs of these boundaries. These boundaries may be adjusted from time to time in light of changing demographic patterns. The Board authorizes the Superintendent or designate to make such adjustments.
 - a. School catchment changes should not impact families living in the affected area who already have children enrolled in the school concerned.

- b. Notice and opportunity for input with respect to proposed boundary changes will be provided to the public at least three months prior to the proposed effective date.

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- a. The majority of students should be accommodated in the school serving the catchment area in which they reside. From time-to-time, due to space limitations and class size and composition restrictions, it may be necessary to temporarily direct students to other schools in the area.

	h - Ctn	h - Ctn	h - Ctn	h - Ctn
h - Ctn	November (first Monday)	February (first Monday)	February (first Monday)	January (first day of instruction after winter break)
h - Ctn	January (last Friday)	February (last Friday)	February (second Friday)	February (first Friday)
h - Ctn	March (last Friday)	June (second Friday)	June (second Friday)	February (last Friday)
h - Ctn	First come, first served	June (second Friday)	June (second Friday)	First come, first served

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h - Ctn

If:

- a. space, facilities, and resources are determined to be available by the Superintendent or designate in consultation with the School Principal; and
- b. application deadlines and other registration requirements have been met, then enrolment in educational programs in a school will be offered in the following priority order:
 1. Continuing catchment students are automatically re-enrolled;
 2. Continuing out-of-catchment and out-of-district students are automatically re-enrolled when remaining in the same school and program;
 3. Transfer requests from in-catchment students placed, by the District, in another school due to space lim0.283 0 T 0 -1.413 0.826 0>>BDC -0stat 3.ng catch/MCID 92 15.8T

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- 1.1 Waitlists will be established for those not accepted and will be maintained until September 30th of each year. Re-evaluation of space availability will take place regularly to ensure that the maximum number of requests are met at the earliest time possible. Waitlists for kindergarten students in the Early French Immersion and Montessori Programs will be dissolved on the last day of instruction in of December at 4:00pm.

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- a. Placements at schools are conditional upon the student attending on the first day of their school program. If a student will not be in attendance on this day due to illness or extenuating circumstances, the School Principal must be contacted.
- b. Students who do not establish regular attendance by the end of the second week of school will lose their placement in the program.
- c. Administrative Procedure 330 – Student Attendance provides further guidance on student attendance and extended absences.

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- 4.1 Parents/guardians may request that a continuing student be permitted to attend a different school in a subsequent school year. These requests for transfer may be granted provided a suitable program, resources, space and facilities are available at the desired school.
- 4.2 The Superintendent or designate may deem schools “open” or “closed” for transfer requests based upon availability of space and specific criteria relevant to that school.
- 4.3 Management of enrolment at schools designated “closed” for transfer will be managed by the Superintendent or designate.
- 4.4 Out-of-catchment and out-of-district students who attend school in New Westminster

- 6.2 Students must be registered for their catchment school before completing a Programs of Choice Application.
- 6.3 Specific timelines for applications for the following school year will be published in June of each school year.



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