



POLICY 330 – ENROLLMENT IN AN EDUCATIONAL PROGRAM

In accordance with the School Act, the Board of Education must provide free of charge an educational program to school age students resident in British Columbia. The Superintendent or designate will establish school catchment areas and provide direction and oversight to District staff regarding enrollment in accordance with the guidelines in this policy.

In accordance with the School Act, a person may enroll in an educational program provided by a Board of Education and attend any school in British Columbia if;

- a. the person is of school age;
- b. the person is ordinarily resident in British Columbia; and,
- c. the Board (or designate) providing the educational program determines that space and facilities are available for the person at the school in which the educational program is made available.

Guidelines

1. Enrollment in Catchment Area School

Catchment area means the geographical area established as the attendance area for a school or a school program.

- a. Students are expected to attend their catchment area school, subject to availability of space. Every reasonable attempt will be made to accommodate students at the school serving their catchment area.
- b. In the event that there is no space available at a student's catchment area school, transportation will be provided by the District to the closest available school.

2. Enrollment in Non-Catchment Area School

Non-catchment area school means any school located outside a student's normal catchment area.

- a. Parents/Guardians who wish to register their child in a non-catchment area school must register their child at their catchment area school and then submit a completed ***School of Choice Application***. Applications can be

found on the District [website](#) and must be submitted to the District Office by March 15th.

- b. Parents/guardians of students who attend a non-catchment area school wishing to transfer their child back to their catchment area school for September should submit a **School of Choice Application** no later than March 15th for the following school year.
- c. All **School of Choice Applications** will be date/time stamped and parents/guardians will be notified of the status of their application no later than the second week of September.
- d. Placement in a non-catchment area school is based on availability of space and if granted, considered a permanent placement for the school year.
- e. Detailed information about the appeal process will be provided to applicants whose requests are denied.
- f. Students attending non-catchment schools will be grandfathered in for subsequent years, depending on availability of space.

3. Enrollment in Nature Kindergarten

Nature Kindergarten is a full-day program which takes place at Scout Island Nature Centre through Marie Sharpe Elementary. Enrollment in Nature Kindergarten will be based on the following priority placement:

Priority 1 – Catchment area students

Priority 2 – Non-catchment area students

- a. Non catchment area Parents/Guardians who wish to enroll their child in Nature Kindergarten must register their child at their catchment area school and then submit a completed **School of Choice Application**. Applications can be found on the District [website](#) and must be submitted to the District Office by March 15th.
- b. Placement of non-catchment students into Nature Kindergarten will be based on a lottery system.
- c. The District will not provide transportation for non-catchment area students enrolled in Nature Kindergarten.

4. Enrollment in French Immersion

French Immersion programs are intended for non-French speaking students who wish to develop a high level of proficiency in both official languages. Enrollment in

French Immersion will be based on the following priority placement:

Priority 1 – Returning Students

Priority 2 – Siblings of French Immersion Students (same school)

Priority 3 – All other students

- a. Parents/Guardians who wish to enroll their child in French Immersion must register their child at their catchment area school and then submit a completed ***School of Choice Application***. Applications can be found on the District [website](#) and must be submitted to the District Office by March 15th.
- b. In the event that there are more siblings than available spaces, Priority 2 students will be accepted on a lottery basis.
- c. Placement of Priority 3 students into French Immersion will be based on a lottery system.