

Administrative Procedure 306 – Appendix A

ENROLMENT APPLICATION PROCESS AND STUDENTS' CALENDAR

<i>Student Classification</i>	<i>Applying For Grade</i>	<i>Application Deadline</i>	<i>Apply To</i>	<i>Late Application</i>	<i>Form</i>
Catchment	K	April 15	School office	Kindergarten space may not be available at neighbourhood school.	School Registration (District)
	1 – 5 6 – 8 9 – 12	April 15	School office	Requests will be considered subject to available seats/spaces.	School Registration Form
	Late French Immersion (Initial application) NOTE: As per Ministry of Education Policy, the major goal of French Immersion is to provide the opportunity for non-francophone students to become bilingual in English and French. This program is not suitable for students with substantial prior experience in speaking French.	By noon, February 1 (should February 1 fall on a weekend, refer to 3.2.1) NOTE: Application forms will be distributed at all grade 5 schools on the same day annually.	District Office – French Immersion Application Enrolment is based on the availability of room and on: (1) application prior to deadline, and (2) random selection of catchment area applicants.	Late applications will be subject to availability after applications made within time are dealt with. Applications may be wait-listed.	District Immersion Application Form
	Late French Immersion (Confirmation)	April 15	Return confirmation form to District Office	Failure to confirm enrolment by April 15 will likely lead to the loss of program placement.	District Confirmation Form
	Special Education Cat. 1 – 3	April 15	Director of Instruction	Transfer may not be possible.	Letter
Non – Catchment or Non-District	K	April 15	School Office	Enrolment in non-catchment school (transfer) is subject to availability and may not be possible.	School Registration and Transfer Request Form
	1 – 5 6 – 8 9 - 12	April 15	Current practice using transfer form from District Office	Transfer requests will be considered subject to available seats/spaces.	Transfer Form (District)

Student Classification	Applying For Grade	Application Deadline	Apply To	Late Application	Form
	<p>Late French Immersion (Initial application)</p> <p>NOTE: As per Ministry of Education Policy, the major goal of French Immersion is to provide the opportunity for non-francophone students to become bilingual in English and French. This program is not suitable for students with substantial prior experience in speaking French.</p>	<p>By noon on February 1 (should February 1 fall on a weekend, refer to 3.2.1)</p> <p>NOTE: Application forms will be distributed at all grade 5 schools on the same day annually.</p>	<p>District Office – French Immersion Application</p> <p>Enrolment is based on the availability of room and on:</p> <p>(1) application prior to deadline, (2) random selection of remaining non-school district applicants.</p>	<p>Late applications will be subject to availability after applications made within time are dealt with. Applications may be wait-listed.</p>	<p>District Immersion Application Form</p>
	<p>Late French Immersion (Confirmation)</p>	<p>April 15</p>	<p>Return confirmation form to District Office</p>	<p>Failure to confirm enrolment by April 15 will likely lead to the loss of program placement.</p>	<p>District Confirmation Form</p>
	<p>Special Education Cat. 1 – 3</p>	<p>April 15</p>	<p>Director of Instruction</p>	<p>Transfer may not be possible.</p>	<p>Letter</p>

Reference: Sections 1, 2, 3, 3.1, 7, 20, 22, 65, 74, 74.1, 75, 75.1, 85 School Act

Adopted: November 2019

Revised: