


**Admission of Students**

	<p align="right"><b>Adopted:</b> June 28, 2011</p> <p align="right"><b>Amended:</b> August 10, 2020</p>
	<p><b>External References</b></p> <ul style="list-style-type: none"> <li>• Education Act: Sections 2, 85, 87, 141, 142, 145, 156, 169, 171, 173, 175</li> <li>• Education Regulation: Section 22</li> <li>• Child and Family Services Act</li> <li>• Ministry of Education Registrar's Handbook</li> </ul>
	<p><b>Internal References</b></p> <ul style="list-style-type: none"> <li>• AP 230 Distance Learning</li> <li>• AP 302 Prekindergarten Admission</li> <li>• AP 303 Kindergarten Admission</li> <li>• AP 304 International Student Admission</li> <li>• AP 305 Attendance Areas</li> <li>• AP 306 Attendance at Schools out of Attendance Area</li> <li>• Form 300-2 Colony Student Registration</li> <li>• Form 300-4 Student Residency Checklist</li> </ul>

**Background**

The Division provides the children of parents in the jurisdiction learning opportunities within the context of the Division's vision, mission and beliefs.

All persons, according to the Education Act, who have attained the age of six (6) years, but not yet attained the age of twenty-two (22) years, have the right to attend a school in a Division where that person or person's parents/guardians reside and a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Division. This instruction may be provided in Division schools, or in schools-approved by the Division or institutions outside the Division's jurisdiction.

**Procedures**

1. Saskatchewan Resident Students

- 1.1 Saskatchewan resident students include permanent resident, temporary resident and refugees.
- 1.2 The Principal is responsible for the admission of students who reside in the attendance area of their assigned school.
- 1.3 If a student requires special programming, the school attended is to be determined by the Director or designate. (Refer to Form 300-4 Student Residency Checklist.)
- 1.4 Resident adults who are, or exceed twenty-two (22) years of age, may enroll in Division schools with the approval of the Director or designate.
- 1.5 Documentation
  - 1.5.1 Principals are to collect, assess and record the required information for the admission of students to schools.
  - 1.5.2 All required documents shall be reviewed by the principal prior to attendance at the school and if in doubt about a student's residency status, the principal will contact the Director or designate.

- 1.5.3 It is the responsibility of parents or guardians of students, independent minor student or adult students between the ages of 18-22 years to provide information required by the Principal.
- 1.6 Students who last attended school in a country other than Canada may, prior to admission to a Division school, be required by the Principal to have their previous educational standing evaluated by the Ministry of Education.
2. Non-Saskatchewan Resident Students
  - 2.1 Non-Saskatchewan resident students may be admitted subject to the following conditions:
    - 2.1.1 Space, material and appropriate staffing are available to accommodate the student.
    - 2.1.2 Tuition fees are charged as outlined in the Regulations to the Education Act.
    - 2.1.3 The non-Saskatchewan resident student or the sending school Division pays a tuition fee of one hundred percent (100%) of the computed amount including any additional fees for student support services.
3. Prekindergarten
  - 3.1 The process for consideration of candidates for spaces in the programs is outlined in Administrative Procedures 302 Prekindergarten Admission.
4. Kindergarten and Grade 1
  - 4.1 Children who are five (5) years of age as of December 31 of the school year may be admitted to kindergarten.
  - 4.2 Children who are six (6) years of age as of December 31 of the school year normally would be admitted to Grade 1.
  - 4.3 Administrative Procedures 303 Kindergarten Admission outlines specific registration, orientation and scheduling procedures.
5. International Students
  - 5.1 International students may be admitted subject to the specific requirements outlined in Administrative Procedures 304 International Student Admission.
6. Exchange Students
  - 6.1 Exchange students may be admitted subject to the following conditions:
    - 6.1.1 The Director or designate approves the request for admission.
    - 6.1.2 A reciprocal exchange program is one where at least one (1) student from the Division is benefiting from an equivalent time period of studies in another province or in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following Grade 12. The exchange must occur within an eighteen (18) month time frame.
7. Attendance Areas
  - 7.1 The Division shall establish attendance areas as per Administrative Procedures 305 Attendance Areas.
  - 7.2 Attendance at schools out of the attendance area is subject to Administrative Procedures 306 Attendance at Schools out of Attendance Area.
8. Transfers from Other Saskatchewan School Divisions

- 8.1 Students who reside outside the boundaries of the Division wishing to enroll are required to make application for admission to the Director or designate.
- 8.2 A child who has attended kindergarten or Grade 1 in another school division during the current school year and who does not meet the admission requirements of the Division is to be admitted at the level to which the student was entitled by the sending Division.
- 8.3 All other students entering the Division are to be admitted and placed provisionally at the level to which they were entitled by their sending division.
- 8.4 Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.
- 8.5 In reference to transportation refer to Administrative Procedures 305 Attendance Areas and Administrative Procedures 306 Attendance at Schools out of Attendance Area.