



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** ADMISSIONS AND PLACEMENT  
**POLICY NAME:** Admission and Placement of Elementary Pupils  
**POLICY NO:** S.A. 01

**Date Approved:**  
Oct 23<sup>rd</sup>, 2014

**Date of Next Review:**  
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**Dates of Amendment:**  
January 6<sup>th</sup>, 2015, Reviewed May, 2019

**Cross Reference:**

- Education Act Sections, 32, 33(3), 36(3), 49(7), 49.1, 49(6)
- F.M. 03 Assessment Policy
- S.A. 03 Elementary School Attendance Boundary Policy
- S.P. 01 Special Education Programs
- S.S. 05 Expulsions
- S.S. 12 Fresh Start
- S.T. 01 Transportation Policy
- Archdiocese of Toronto – Eastern Rite Churches in Communion with Rome
- **Toronto Public Health**

<http://www.archtoronto.org/discipleship/RCIA/File%205%20Part%20IV%20Appendices.pdf>

**Purpose:**

This Policy provides the conditions by which children may be admitted to the Toronto Catholic District School Board and placed in an elementary school operated by the Board consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1867, and as recognized in section 19 of the Ontario Human Rights Code.

**Scope and Responsibility:**

The policy extends to all elementary schools of the TCDSB, except where provided for otherwise. The Director of Education is responsible for this Policy.

The placement of a pupil under this Policy in a particular program or school does not constitute a commitment of the Board to provide transportation; entitlement thereto is governed by the Transportation Policy then in force.

**Alignment with MYSP:**

Living Our Catholic Values  
Fostering Student Achievement and Well Being



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Strengthening Public Confidence

**Financial Impact:**

May have a financial impact based on enrolment.

**Legal Impact:**

Under the Education Act, a resident pupil has the right to attend an English-language, publicly funded Roman Catholic district school board.

**Policy:**

By embracing the opportunities and challenges of providing an equitable learning environment, the Toronto Catholic District School Board will admit a student to a TCDSB school provided that the student meets specific criteria as per the Ministry of Education statutes and regulations, and TCDSB policies. The TCDSB is committed to fostering the spiritual growth of all students, allowing them to become citizens of the world who live their lives in accordance with our Gospel values.

**Regulations:**

1. The TCDSB will admit a student to an elementary school:
  - i. who is a Resident Pupil with the right to attend school as per Sections 32 and 33(3) of the Education Act;
  - ii. who is Catholic or a member of an Eastern Rite church in communion with the See of Rome;
  - iii. who is not Catholic, but whose parent/guardian is Catholic and resides in the City of Toronto;
  - iv. whose residential address falls within the Full Day Kindergarten (FDK) program defined boundary, established and implemented between 2010 and 2014, which is now the fixed attendance boundary of a particular school (refer also to Regulation 7);
  - v. whose parent/guardian, being a resident in the City of Toronto, is able to direct support to Catholic Schools as per Section 33(3) of the Education Act;
  - vi. whose parent/guardian is attending the Rite of Christian Initiation of Adults (R.C.I.A.), or the student is over the age of 7 and attends the Rite of Christian Initiation of Children



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(R.C.I.C.) Program. Catechumens who do not successfully complete the R.C.I.A./R.C.I.C. program, as established by the parish, and are not brought into the Catholic faith, shall not be re-admitted to any TCDSB elementary school the following September.

2. The following original documents are required for registration and admission to an elementary school:
  - i. Proof of Catholicity as evidenced by: Baptismal Certificate; First Communion Certificate; Confirmation Certificate; letter from Catholic Parish Priest attesting to Parent/s Catholicity; letter from Catholic Parish Priest confirming registration in R.C.I.A./R.C.I.C. program and the date they will be brought into the Catholic Faith.
  - ii. Proof of Age as evidenced by any of a Birth Certificate; Passport; Statement of Live Birth.
  - iii. Status in Canada as evidenced by proof of Canadian Citizenship; Permanent Resident Status; or any other valid status as per the Education Act, Sections 49(7) and 49.1, excluding those on valid Visitor Permits. In accordance with Section 49.1 of the Education Act, students with 'no status' shall not be denied admission to a TCDSB elementary school (refer to Regulation 11).
  - iv. Proof of residency as evidenced by **at least two (2) documents as shown in Appendix 'A'.**
  - v. Immunization Record **(parents are required to submit information directly to Toronto Public Health as of December 2018)**
  - vi. An Application for Direction of School Support documentation, which must be signed by the owner/tenant at the time the elementary student is registered.
3. Provided that all admission requirements have been met, the student will be placed in his/her home school in accordance with normal registration protocol. An application for registration is not complete until all required documents are submitted, as per Regulation #2. The order of applicants will be determined by date and time of completion of initial application for registration. In cases where all required documentation is not received by the school, parents/guardians may request additional time to submit the documents. The time frame within which to submit the documentation shall be determined by the school principal or designate.
4. a) Pupils, who have siblings already enrolled in the requested school who are returning for the next school year, shall be considered as the first priority for registration, followed as a second priority by in-boundary students, subject to date and time requirements as per normal application for registration protocol. The Board recognizes the importance of the family unit



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and will undertake its best efforts, within the context of this Policy, to place siblings at the same school.

b) Resident pupils living outside the fixed attendance boundary of a school which offers regional or specialized programs, who have siblings already enrolled in these programs at the requested school and who are returning for the next school year, shall not be considered for automatic admission to the school unless it is for enrolment in a specialty program. Where space and program availability permit, the school principal in consultation with the school superintendent and Planning staff, may admit an out-of-boundary sibling to the regular track program. Students currently in a specialized program with a sibling enrolled in the 2014-2015 school year shall be grandfathered until graduation.

5. Students requesting placement at a school other than their home school can make an application at the requested school but are not guaranteed placement.
6. Elementary students whose primary residence is outside the City of Toronto shall be admitted to a TCDSB school if all of the following criteria are met:
  - i. the student is Catholic;
  - ii. space is available in the TCDSB school requested; and
  - iii. the non-resident parent/guardian is an English-separate school supporter in the jurisdiction in which they reside.
7. In schools with a utilization rate of 80% or less of the Ministry rated capacity (determined by October 31<sup>st</sup> by the school principal in consultation with Planning staff), the school principal will accept out of boundary students in advance of the wait list date of the last business day of April.
8. Should a request exceed available space at the requested school, the student will be placed on a wait list and will be considered for placement according to the priorities identified below. In December, the school principal shall inquire with parents/guardians whether it is anticipated that siblings of returning students will be seeking admission for the following school year.
  - i. Priority 1 – Siblings of students already attending school, who will be returning for the following school year.
  - ii. Priority 2 – Students whose primary residence is situated within the fixed attendance boundary of the requested school.
  - iii. Priority 3 - Students attending licensed childcare, including licensed home childcare, within the fixed attendance boundary of the requested school.



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- iv. Priority 4 – Students receiving childcare within the fixed attendance boundary of the requested school.
  - v. Priority 5 – Students residing in the City of Toronto.
  - vi. Priority 6 – Students residing outside the City of Toronto.
9. Excluded from the placement procedures are those students who will be placed by the following processes:
- i. Identification Placement Review Committee;
  - ii. Safe Schools;
  - iii. Early French Immersion;
  - iv. Extended French program; or
  - v. any other specialty programs.
10. Provided that all admission requirements are met and supporting documents are received, students new to Canada will be admitted to the TCDSB and placed in a school if they are:
- i. Canadian Citizens, Permanent Residents or Refugee Claimants;
  - ii. students who are here while their parent(s) is under: a Work Permit, Visiting Forces Act, Diplomatic status or as a full-time student at an accredited Toronto College or University;
  - iii. living with their parent(s) who reside in the City of Toronto while awaiting their Work Permit or determination of their claim to become Permanent Residents.
11. Students residing with their parents who are in Canada without valid immigration status will not be denied admission to a TCDSB elementary school, consistent with the provisions of Section 49.1 of the Education Act.
12. Where a child is presently registered in a TCDSB elementary school and, due to family circumstances, must be temporarily relocated in a youth shelter, the student will be placed in another TCDSB school, and the student's Ontario School Record will be transferred in accordance with TCDSB procedures.
13. A VISA student will be admitted to the TCDSB and placed in a school as per the requirements in Regulations #1 and #2.
14. In those circumstances where a VISA student does not have, or cannot produce, a valid Baptismal Certificate, the parent-appointed custodian and/or the homestay provider with whom the student is residing must be Catholic. Initial placement of the student will be coordinated by International Education Program staff of the Continuing Education Department.



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### **Definitions:**

#### **Application for Direction of School Support**

An Application for Direction of School Support form allows Roman Catholics and members of the Eastern Catholic Churches to direct their school support designation to English Separate. Otherwise, school support designation defaults to English Public as per Section 16(4) of the Assessment Act.

#### **Catechumen**

A person who is taught according to the principles of Christianity.

#### **Constitution Act, 1867, Section 93**

The general Act created the Dominion of Canada in 1867, and provided powers to the provinces to exclusively make laws for education. Those denominational rights granted to separate (Catholic) schools prior to the Constitution Act would be guaranteed.

#### **Custodian**

A custodian is a Canadian citizen or permanent resident designated by parents/guardians to provide care and be responsible for their minor child while he/she studies in Canada for a fixed period of time (temporary). All minor students participating in the TCDSB International Education Program must be assigned to a custodian, who will act in place of the parent.

#### **Early Learning**

Also known as Full Day Kindergarten.

#### **Eastern Rite Church**

An Eastern Rite Church is any Eastern Catholic church entrusted to the pastoral government of the Roman Pontiff, in primacy over the universal Church.

<http://www.archtoronto.org/discipleship/RCIA/File%205%20Part%20IV%20Appendices.pdf>

#### **Full Day Kindergarten Program (FDK)**

The FDK program is a two year school program for children ages 4 and 5 years old.

#### **Guardian**

A person who has lawful custody of a child, other than the parent of the child.



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### **Home School**

School which is located within the Board approved Full Day Kindergarten boundary or fixed attendance boundary (JK-Grade 8) where applicable, and in which boundary is situated the student's residential address.

### **Homestay**

A homestay placement typically occurs when an International Student lives with a local family. The homestay family is selected by the parents with the assistance of the custodian. The student would typically be provided with a private bedroom, shared bathroom facilities along with three meals a day. The family would eat with the student and provide guidance and support as required. In most cases the custodian would provide consent for the homestay mother and/or father to contact the school as required. The school should request this authorization when admitting the student.

### **Identification Placement Review Committee**

Regulation 181/98 of the Education Act requires that all school boards establish an Identification Placement and Review Committee (IPRC) for the purpose of identifying whether a student is deemed 'exceptional' according to the categories and definitions of exceptionalities provided by the Ministry of Education; and further to assign such a student to one of five 'placements' ranging from the regular classroom to a fulltime special education class. The IPRC must be composed of at least 3 people, one of whom must be either a principal or supervisory officer of the board. The IPRC reviews the identification and placement of exceptional students each year.

### **Ontario Human Rights Code, Section 19**

While the Human Rights Code prohibits discrimination and provides equal treatment for all people in Ontario with respect to a number of categories, Section 19 recognizes that the Code will not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act.

### **Rite of Christian Initiation for Adults/Children (RCIA/RCIC)**

This program is offered by the Roman Catholic Church through parishes of the diocese, to those adults seeking to enter the Roman Catholic Church. The Church welcomes the candidates and provides pastoral formation in preparation for Baptism, First Eucharist and Confirmation at the Easter Vigil. For children to be involved in the RCIC program, the catechetical age is seven (7).



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**Section 32.(1) of the Education Act: Resident Pupil right to attend school**

A person has the right, without payment of fee, to attend a school in a school section, separate school zone or secondary school district, as the case may be, in which the person is qualified to be a resident pupil.

**Section 32.(2) of the Education Act: Admission without Fee**

Despite the other provisions of this Part, but subject to Subsection 49(6), where it appears to a board that a person who resides in the area of jurisdiction of the board is denied the right to attend school without the payment of a fee, the board, at its discretion, may admit the person from year to year with the payment of a fee.

**Section 33.(3) of the Education Act: Resident pupil qualification: elementary English-language separate district school boards and elementary Roman Catholic school authorities**

Subject to Sections 44 and 46, a person who attains the age of six years in any year is, after September 1 in that year, qualified to be a resident pupil in respect of a separate school zone of an English-language separate district school board or a Roman Catholic school authority for elementary school purposes until the 1st school day in June in the year in which he or she attains the age of 21 years if:

- a) the person resides in the separate school zone; and
- b) the person's parent or guardian who is a separate school supporter and who is not a French-language separate district school board supporter resides in the separate school zone.

**Sibling**

A brother or sister currently enrolled in, and who will be returning for the next academic school year, to the same school that has been requested by the applicant.

**Specialty Programs**

For purposes of Regulation 4 b) and Regulation #9, specialty programs may include future 'specialty schools'.

**Study Permit**

International Students who wish to study in Canada for more than six months require a Study Permit from Citizenship and Immigration Canada (CIC). A study permit is not required if they are in a program lasting less than six months. A study permit alone does not allow access into a country and a Temporary Resident Visa is typically issued with the Study Permit. Study Permits must be renewed thirty days before they expire. Expired Study Permits cannot be extended from within Canada.





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#### **Temporary Resident VISA Student**

All International Students studying in a program that lasts more than six months must have a Temporary Resident Visa. High school students are typically only issued a Study Visa. Students wishing to exit and return to Canada must ensure that they request a multi-visit Entry Visa that expires subsequent to their anticipated return.

#### **Utilization Rate**

Based on the Ministry rated capacity of a school building and a school's enrolment, and taking into account contractual staffing obligations, this refers to the amount of space in a school used for school purposes expressed as percentage of enrolment over capacity.

#### **Evaluation and Metrics:**

1. An annual report of elementary student enrolment will be provided to the Board as per the Rolling Calendar of Annual Standard Reports.