



REPORT TO

**CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE**

**ADMISSION UPDATE AND STATUS OF  
WAITLIST**

*For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.  
Jeremiah 29:11 | NIV*

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<b>INFORMATION REPORT</b>		

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity*



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## **A. EXECUTIVE SUMMARY**

A brief summary and status update of the registration and placement process is provided for the information of Trustees.

## **B. PURPOSE**

The purpose of this report is to provide Trustees with a brief summary of the student registration process for the 2015/16 school year, and report on the current status of elementary registration and secondary placement for the 2016/17 school year.

## **C. BACKGROUND**

1. The new elementary registration process introducing the Elementary Student Online Application for Registration (SOAR), was implemented for the September 2014 school year. Some of the benefits of SOAR are identified below.

- Parents are able to complete the application and book an appointment for registration with the school at their own convenience.
- Parts of the Elementary Admission and Placement policy are embedded within the application and each application is date-and-time stamped which enhances the schools' ability to register properly.
- Registration process is fair and consistent for each applicant system-wide.
- Through SOAR, staff can attain registration statistics earlier and identify potential issues of oversubscription sooner, thus resulting in a more timely placement of redirected students (if necessary) or assessing and implementing plans to increase building capacity (where possible) to accommodate the needs of the area.

### **Elementary Registration**

2. The basic steps of the elementary application process consist of the following:

- i. parent completes the application and arranges an appointment with the school online;

- ii. parent meets with the school to provide original documentation needed to verify the eligibility of the child to attend as per Policy and Ministry of Education Regulations;
- iii. the student application is then placed, put on hold, redirected, changed, waitlisted or withdrawn in accordance with the elementary admissions policy and registration procedures.

The registration process for the oversubscribed schools is shown in *Appendix 'A'*.

- 3. Application information for the 2015/16 school year is shown in the table below.

Online Applications Entered For Enrolment September 2015	Applications Initially Placed (based on intent to attend)	Students Initially Placed and actually attending: as of October 31, 2015
7,282	6,836 (93.9%)	6,013 (88%)

- 4. Details regarding waitlist data for 2015/16 are found in *Appendix 'B'*. Following is a summary of waitlist data provided in *Appendix 'B'*.

- 17 schools had a waitlist as of September 2015
- 233 students were offered redirections
- 187 were placed with the TCDSB (163 accepted the redirection and 24 sought placement and were placed in other TCDSB elementary schools)
- 72 declined the redirection offered
- 43 of those who declined went to another board
- Of the 43 who went to another board, 31 have been preregistered with the TCDSB for the 2016/17 school year; only 12 have not continued with TCDSB.

- 5. The official system-wide launch date for elementary registration for September 2016 was Wednesday, January 13<sup>th</sup>, 2016 at 10:00 AM EST. To date, 5,892 applications have been processed via SOAR for the September 2016 school year. Of these applications, 4,952 have been placed, the remaining 940 applications are in various stages of completion. School administration, along with support from the Early Learning Program, Planning, IT and Human Resources staff continue to review the number of applications and placement availability at each school.

6. For the 37 (28%) elementary schools with enrolment pressures, all Priority 1 and Priority 2 students are placed in accordance with date and time of their original application. Any Priority 1 or Priority 2 applicants that were not accommodated were offered a redirected option for placement. The remaining 131 (72%) elementary schools continue to place students once the registration is finalized with the parent.
7. It is important to note that registration is an ongoing process. Turning applicants away is not part of the registration protocol. Every request is accepted and placement is offered to each applicant that is eligible to attend.

### **Placement of Secondary Students**

8. The Admissions and Placement Department is responsible for facilitating the Grade 8 to Grade 9 secondary placement process. The placement process provides a smooth transition for students and seeks to retain enrolment of the Grade 8 students upon their graduation to Grade 9.
9. The placement of graduating Grade 8 students to the secondary panel is coordinated with the assistance of administration from both elementary and secondary schools. Timelines for the Grade 9 placement process are established yearly to allow for the changing school calendar and secondary school open house dates. With the cooperation of both elementary and secondary school field staff, secondary schools are able to evaluate their applications and offer initial placements to students by early February. As per tradition and current practice, secondary placement offers or redirections are provided to all Grade 8 students on the same day.
10. Within the timelines established, the basic steps of the secondary placement process (Grade 8 to Grade 9) consists of the following:
  - i) Applications are completed and submitted to the Admissions and Placement Department;
  - ii) Applications are processed;
  - iii) Students receive acceptance packages or redirection notices;
  - iv) Students are placed or waitlisted.
11. School administration determines the placement or redirection of the initial applications. A student could be redirected based on proximity, program availability and space availability, as per current Policy. School enrolment is continually fluctuating as the secondary school application process

progresses. Factors contributing to this ongoing fluctuation include: acceptance of students to regional programs, redirections, students/families requesting changes in placement, or in some cases, withdrawal of applications due to extenuating family circumstances.

12. During the redirection process, Admissions and Placement staff seek to secure placements in other schools for students that have been redirected from their initial choice school. Secured placements for redirected students are made available to these students until the end of February. After that time, the schools begin to offer placements to waiting list applicants.
13. In most cases where students remain on the waiting lists for secondary schools, the majority are requests from public/private schools. These students have secured placements with their home boards. Many elect to remain on the waiting lists until mid- September as there may be a possibility of placement once school begins and students previously registered do not attend. As part of the process, the secondary schools contact the students on their waiting lists to ensure that students have a placement elsewhere. As of September 17, 2015, there were 6,628 students placed in secondary schools with 179 students on the waiting lists. Of the students on the waiting list, 5 were TCDSB students that accepted alternate placement in another TCDSB school and 174 remained with their current board. Secondary waitlist detail for September 2015/2016 is provided in *Appendix 'C'*.
14. Secondary school waiting list applications from students currently attending a public or private school, requesting placement in a TCDSB secondary school (all grades) are processed on an ongoing basis by the Department until the end of August after which time students seeking enrolment apply directly at the school level. These students will be offered placement by schools, where space permits.
15. To date, Admissions and Placement staff have processed 6,215 secondary school applications from TCDSB students and 795 applications from private/public school students requesting grade nine placement for September 2016.
16. For the current placement process, Admissions and Placement staff have processed 183 student redirection requests. Notices were issued by the Department and delivered to the students via the elementary school principals. Of the 183 student redirection requests, 143 responses were

returned by the parents/students. In accordance with Policy regulations outlining the choices available for redirected students, following is a breakdown of the 143 responses received:

- 49 (34%) accepted the redirection;
  - 41 (28%) accepted the redirection with the option of remaining on the Priority 2 waitlist for the initial school choice until the end of May;
  - 53 (37%) declined the redirection and requested to be placed on the Priority 1 waiting list for the initial school choice.
17. Although the deadline for the redirection response forms was the end of February, Department and elementary school staff continue to track the 40 unreturned replies to assist in securing a placement for the students with the TCDSB for September 2016.
18. It is noteworthy that the Admissions and Placement Department has provided communication and assistance to school administration, family sponsors, Church personnel and other stakeholders with respect to the registration of children that have been displaced by the war in Syria. TCDSB schools have successfully welcomed and accommodated 215 Syrian newcomers since January 2016.

## **CONCLUSION**

This report is provided for the consideration of the Board.