

2015-16 Application for Registration Process Timeline

Date(s)	Description of Item	All Schools (not deemed oversubscribed)	Oversubscribed Schools	
November-December 2014	School notifies parents of upcoming registration period and does a pre-enrolment survey to identify whether any current students have siblings who will be attending the school in the new academic year			
Early December 2014	School Newsletter regarding upcoming registration period	Distributed to communities and/or posted on school websites	Distributed to communities and/or posted on school websites	
Mid December	Registration Website updated and opened for viewing Registration directions and forms available for downloading	All schools websites link to registration ribbon on TCDSB site	All schools websites link to registration ribbon on TCDSB site	
January 8 th , 2015	Registration begins at 10:00 am Eastern Standard Time	Parents apply online or in-person at the school and are provided with a Date/Time Stamp	(Online) Parents apply on SOAR (electronic platform)	(In Person) Parents line up at the school and are given a time stamp label of one second increments at 10:00 am EST. After first line-up, time is recorded as parents submit applications
January 9 to January 30, 2015	Meetings take place with applicants	Schools verify the application for registration and documentation	Schools verify the application for registration and documentation	
January 30, 2015	Registration Documents Due		Last Day to accept delayed documents for registration purposes	
January 9 to 30, 2015	Parents are informed whether their child is admitted	School admits children on a Date/Time priority, provided all documentation is submitted.		

Date(s)	Description of Item	All Schools (not deemed oversubscribed)	Oversubscribed Schools
Week of February 2, 2015	Parents are informed their child is admitted		School admits students based on Date/Time stamp according to the 2014 Admission Policy. Priority Waitlists are created and maintained until September 30, 2015 by Date/Time stamp.
As of February 2 nd , 2015	Schools may begin to redirect students to other TCDSB schools		After having confirmed registration with successful applicants, the school begins the process of informing unsuccessful applicants of alternate schools to which candidates may be redirected.
April 30, 2015	Oversubscribed Schools with space in the program begin to accept students off the Priority Waitlists		After April 30, 2015 when an oversubscribed school has openings in a program at any grade, the school may begin to accept applications off the priority Waitlists.
From February 2 until September 30, 2015	Registration continues on the online application (SOAR)	School continues to receive applications and place students.	School continues to receive applications. Placement only occurs if additional space becomes available after April 30, 2015.
January 8, 2015 & throughout the school year	Provision for saving two spots for Kindergarten students in schools with Special Education Intensive Support classes for students identified through IPRC (Special Services)		
September 30, 2015	Last day for maintaining Priority Lists for the 2015-16 year	Should space become available in a school prior to the end of the 2015-16 school year, the school may consult the priority waitlists to offer admission to the next student(s) on the list.	

STATUS OF SIBLING RULE DURING REVIEW OF ADMISSIONS AND PLACEMENT POLICY

Date	Meeting	Report Title	Status of Sibling Rule
Pre 2014	N/A	N/A	No formal sibling rule in place. Practice has been for schools to try to accommodate siblings
January 30, 2014	Regular Board	Review of Admissions Policy (SA.01) & Placement Policy (SA.02)	<p>One of the key principles recommended by staff on which to base a revised policy is the implementation of a defined sibling rule for the elementary panel: space permitting, priority shall be 1) siblings in or out-of-boundary; 2) students in-boundary; 3) students out-of-boundary.</p> <p>This sibling rule as a key principle was approved by the Board for consultation.</p>
February 27, 2014	Regular Board	same as above	No change to sibling rule approved for consultation.
March 27, 2014	Regular Board	Communications & Community Engagement Plan for Admissions Policy (SA.01) & Placement Policy (SA.02)	Board approves community engagement plan for Admissions and Placement Policies. No change to sibling rule approved for consultation.
May 22, 2014	Regular Board	Review of Admissions Policy (SA.01) & Placement Policy (SA.02)	Report provides Trustees with the results and themes which emerged from the community engagement process. Majority were of the opinion that out-of-boundary siblings should not have the same priority as in-boundary students. Based on consultation, staff recommended that the sibling rule be revised to reflect the following priority, subject to availability of space:

			1) students & siblings in-boundary; 2) siblings out-of-boundary; 3) students out-of-boundary. Trustees deferred the Policy for further review and an update in the fall.
September 25, 2014	Regular Board	same as above	Staff recommends same sibling rule as stated above, (May 22, 2014). No decision by Trustees.
October 16, 2014	Corporate Affairs	same as above	Staff recommends the same sibling rule as stated above (May 22nd, 2014). Trustees approve that in-boundary students and siblings, as well as out-of-boundary siblings shall have highest priority, (unless older sibling is in specialty program). Further verification and clarification of language and accuracy is requested by Trustees.
October 23, 2014	Regular Board	Elementary Admission Policy (SA.01) Update	Staff recommendation reflects revised priority for the sibling rule as approved by Trustees above: in-boundary students and siblings as well as out-of-boundary siblings shall have the highest priority, (unless older sibling is in specialty program).