

DRAFT POLICY

POLICY SECTION: STUDENTS
SUB-SECTION: ADMISSIONS AND PLACEMENT
POLICY NAME: ADMISSIONS AND PLACEMENT OF
SECONDARY PUPILS
POLICY NO: S.A. 02

Cross Reference:

- Education Act Sections, 32, 33(3), 36(3), 49(7), 49.1, 49(6)
- F.M. 03 Assessment Policy
- S.P. 01 Special Education Programs
- S.T. 01 Transportation Policy
- S.S. 05 Expulsions
- S.S. 12 Fresh Start

Purpose:

This Policy provides the conditions by which students may be admitted to the Toronto Catholic District School Board and placed in a secondary school operated by the Board.

Scope and Responsibility:

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

Alignment with MYSP:

Living Our Catholic Values
Fostering Student Achievement and Well Being
Strengthening Public Confidence

Financial Impact:

May have a financial impact based on enrolment.

REVISED DRAFT POLICY

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May have a financial impact based on enrolment.

Legal Impact:

Under the Education Act, a person who is qualified to be a resident pupil in respect of a secondary school district if the person enrolls in a secondary school operated by the board of the secondary school district.

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 a secondary school who:
 - i. resides in the City of Toronto and has the right to attend a secondary school operated by the TCDSB as per Section 36(3) of the Education Act;
 - ii. is not a Resident in the City of Toronto, only if space is available.

2. (a) Students in each elementary school shall have identified access to two co-educational secondary school options based on proximity of the elementary school to the secondary school. If the number of applicants to one of the two secondary school options exceeds the capacity of the identified school, students shall be redirected to the second identified option. Capacity will be determined based on numbers approved by the Director of Education, in consultation with school and planning staff. This shall be based on the existing

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2. (a) *Students in each elementary school shall have identified access to one (1) co-educational secondary school option based on proximity of the elementary school to the secondary school. Students shall also have the option of selecting one (1) other co-educational secondary school, pending space and program availability—priority will be given to students whose primary home address is in closer geographic proximity to the secondary school. Capacity will be determined based on numbers approved*

elementary feeder school approach whereby the Secondary School would draw from identified feeder schools based on proximity and a concentric circle model.

(b) In addition, should students request a single gender school, the closest single gender school shall be identified as a further option. Placement will be based on proximity of the feeder school to the secondary school and program availability.

(c) If a student applies to a specialty program, the secondary school offering the specialty program shall be identified based on geographic proximity of the feeder school to the secondary school. The most qualified students shall be admitted to the specialty program based on articulated criteria.

3. Elementary students who are eligible for admission to a TCDSB secondary school may make an application for placement in the secondary school and program chosen by the student. Students will be placed subject to regular program and space availability. Excluded from the placement procedure in Regulation 2(a) and 2(b) are those students who will be placed by the following processes, as per TCDSB policies:

- i. Identification Placement Review Committee process;
- ii. Safe Schools;
- iii. Monsignor Fraser College;
- iv. Regional Programs (International Baccalaureate, Regional Arts Program, Advanced Placement, French Immersion, Extended French and Math Science Technology). Refer to Regulation 2(c);
- v. the Arts Schools; or
- vi. St. Michael's Choir School.

Admission requirements for secondary school specialty programs are provided in Schedule 1 of this Policy.

by the Director of Education, in consultation with school and planning staff. ~~This shall be based on the existing elementary feeder school approach whereby the Secondary School would draw from identified feeder schools based on proximity and a concentric circle model.~~

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Admission requirements for secondary school specialty programs are provided in **the annual Program and Course Calendar**.

4. Secondary school students whose parent/guardian is qualified to designate their support to Catholic schools should complete and sign an Application for Direction of School Support form at the time of registration.
5. Whenever, due to the lack of program or space availability, it is not initially possible to place all eligible elementary students in the secondary school of their respective choices, placement of students will be based upon one of the following:
 - i. the availability of a suitable program consistent with their choices;
 - ii. the presence of an older sibling(s) presently attending and returning in September to the secondary school of choice;
 - iii. the geographic proximity of the school of choice to the school in which the student is currently enrolled.
6. Once the initial placement process is complete, the following waiting list priorities will be maintained:
 - i. **Priority 1**
 - TCDSB grade 8 students who have been offered, through the re-direction process, per Regulation 2, a grade 9 placement in a secondary school other than the secondary school of choice and have declined that placement.
 - Re-directed grade 8 students who have accepted the alternative placement but wish to remain on the waiting list of their first choice school.
 - TCDSB grade 8 students who have moved to a new residential address and request placement in a school closer to their new address (subject to proof of new residential address).
 - TCDSB grade 8 students whose application has been received after the initial deadline date for placement.
 - TCDSB grade 8 students who reside outside of the City of Toronto and have been in the TCDSB for the past three (3) consecutive years.
 - All other applicants from other school boards or private schools requesting placement in a TCDSB school who are entitled to attend under the Education Act.

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- Students who reside outside the City of Toronto whose parents are English-Separate School Supporters in Toronto through their business assessment.
- ii. **Priority 2**
- Grade 8 students who have been accepted to and wish to retain their original choice of secondary school but have requested a change of placement. These students will remain on the Priority 2 list until the end of May only.
- iii. **Priority 3**
- TCDSB grade 8 students who reside outside the City of Toronto with less than three (3) consecutive years in the TCDSB.
 - Students residing outside the City of Toronto and attending a school in their home Board applying for placement in a TCDSB secondary school.
7. Grade 8 siblings of students currently attending and returning to the same TCDSB secondary school the following September will be given placement in said secondary school provided that:
- i. sibling information is included in the initial application;
 - ii. the sibling in the secondary school must be returning to attain their graduation requirements;
 - iii. the sibling in the secondary school is not in a specialty program as per Regulation 2;
 - iv. the parent/guardian of students that reside outside of the City of Toronto are English-Separate School Supporters in the City of Toronto through their business assessment.
8. Priority 1 students will be offered placement first if program and space availability permit based on program availability, space availability, proximity to the school and merit of application. Schools may offer placement to other priority wait list applicants, in order of priority, once all Priority 1 students have been offered a placement.

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9. These placement procedures do not apply to TCDSB secondary students who wish to transfer between TCDSB secondary schools. Applications to transfer must be arranged by the student with the assistance of their current Principal or Designate and the Principal or Designate of the requested school.
10. Placement of students on a non-credit bearing track will be centrally coordinated through the Special Services Department.
11. Providing that all Admission requirements are met and the required supporting documentation is presented, the TCDSB will register in a school students new to Canada who are:
 - i. Canadian Citizens, Permanent Residents or Refugee Claimants;
 - ii. 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.
12. Students living with their parents who are here in Canada without valid immigration status will not be denied admission to a TCDSB secondary school, consistent with the provisions of the Education Act.
13. Where a student is presently registered in a TCDSB secondary school and, due to family circumstances, must be temporarily housed 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.
14. International Education program staff of the Continuing Education Department will coordinate placement of all VISA students in TCDSB Secondary Schools.

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15. In the event that a pupil, although not entitled under this policy, is admitted to a TCDSB secondary school under false pretences, the Director may defer the removal of the pupil no later than the end of the current school year.

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.

Co-educational Secondary School

The population of the school includes both males and females.

Concentric Circles

Terminology used from time-to-time to describe the methodology of determining, assessing and managing secondary school enrolment. With the secondary school at the centre of a circle, subject to Grade 9 enrolment caps, space and program availability, the circle can expand or contract to include or exclude elementary feeder schools.

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

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Associate School

Schools by which students get placement in a secondary school.

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International Education Program must be assigned to a custodian, who will act in place of the parent.

Feeder Schools

Refers to elementary schools whose Grade 8 graduates have traditionally gone to certain secondary schools, and/or elementary schools located in geographic proximity to certain secondary schools.

Guardian

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

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.

Study Permit

International Students who wish to study in Canada for more than six months require a Study Permit from Citizenship and Immigration

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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.

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.

Evaluation and Metrics:

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

SCHEDULE 1

Secondary School Specialty Program Admission Requirements

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