



ADMINISTRATIVE PROCEDURE 300

ADMISSION OF STUDENTS

Background

The Division recognizes the importance of encouraging individual abilities and therefore provides for students to be admitted to school in a manner and at an age that best meets their individual needs.

Procedures

1. Each Student must complete a Registration Form (Form 300-01) prior to admission to any school.
 - 1.1 A registration form or confirmation of information must be received from the parent, independent student or student over the age of 18, each year of attendance.
 - 1.2 In the event that a confirmation of information is used for continuing students, a Parent and Student Information Collection Notice and Consent to Disclosure (Form 180-03) must be received from the parent, independent student or student over the age of 18, each year of attendance.

- 2 Students will be admitted into GYPSD schools in accordance with the School Act and subsequent Alberta Regulations, Alberta Education Policies, Board Policy, and administrative procedures.
 - 2.1 In order to enter a Kindergarten program a child must become five (5) years of age in the calendar year they are to enter.
 - 2.2 A child who attains the age of six (6) years by September 1 must attend school, in accordance with Section 8 of the School Act.
 - 2.3 A child who becomes six (6) years of age after September 1 may be admitted to Grade one in September of that year upon the recommendation of school personnel and in consultation with the parents-
 - 2.4 A child transferring to the Division from another system will normally be placed at the level they were at in the system they left. This placement will be changed only if it is clearly inconsistent with the child's needs or if it is not age appropriate as defined in Administrative Procedure 215, Procedure 4.1.

- 2.5 Proof of age shall be submitted at the time of first registration in the Division.
 - 2.6 There is an expectation that all students will complete high school within three years of completing grade 9. Students who wish to enroll for an additional year or years shall be accommodated at the GYPSD Learning Connection. On an exceptional basis and with the approval of the school principal, a student with extenuating medical conditions or personal circumstances may be enrolled for a fourth or subsequent year in a district high school.
3. Students residing outside of divisional boundaries may register in Grande Yellowhead Public School Division Schools providing the following criteria are met:
 - 3.1 GYPSD is able to provide an adequate educational program to address the educational needs of the student.
 - 3.2 Students may be accepted at GYPSD schools at the discretion of the principal until September 30th of each school year. Out-of-jurisdiction senior high students may also transfer to a GYPSD school between when exams end in January until the first day of the second semester.
4. Students with special needs or special circumstances will be admitted into GYPSD schools in accordance with Board Policy and administrative procedures.
 - 4.1 A child eligible for Program Unit Funding who becomes two (2) years, six (6) months by September 1 may be admitted to an Early Childhood Services Program upon the request of the child's parents.
 - 4.2 A child with mild or moderate needs who becomes three (3) years, six (6) months by September 1 may be admitted to an Early Childhood Services Program upon the request of the child's parents. The Superintendent in consultation with school personnel will make the decision for early admission.
 - 4.3 An Early Childhood Services student admitted in accordance with Division policies who displays exceptional ability and readiness, may be assessed for the purpose of early placement into grade one. The Superintendent, in consultation with school personnel, may approve early admission to grade one.
 - 4.4 A student who is 19 years of age or older on September 1 of a year may, at the discretion of the Superintendent, be registered in a school program as an extension student.
 - 4.5 An extension student will be registered in a school program subject to the payment of tuition fees as permitted by the School Act and specified in Grande Yellowhead Public School Division administrative procedure.

5. Parents may appeal decisions made about the admission of their child.

5.1 Parents may appeal any admission decision to the Superintendent in accordance with Administrative Procedure 380 – Appeals Concerning Student Matters.

Reference: 8, 13, 30, 44, 45, 60, 61, 113, School Act

Developed: November 2005

Amended: March 3, 2010

Amended: November 5, 2014