



Section: **Students**
Policy #: **4100**
Policy: **Admissions of New Students into the Schools**

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Philosophy: To offer a Catholic religious education to Catholic children first and foremost but to also evangelize and open our doors to others who are open to listen to the call of Jesus in their lives.

The CISND believes that children must be academically, socially, emotionally, and physically ready to start kindergarten.

A. BC Residents

Purpose: To follow fair and realistic diocesan guidelines when admitting children into the Catholic school.

Policy: Principals will accept students to the school following the procedures below provided the appropriate program, facilities and class space are available to meet the needs of the child.

Procedures:

1. All enquiries for new admissions shall be processed by the Principal. Principals will meet with prospective families before accepting any student to the school.
2. Principals will take into account the following:

In accepting students for enrolment in the school, priority will be given to children (baptized Catholic or initiated into the Catholic Church) from practising Catholic families registered in a Catholic parish; that is,

- a) Those attending Sunday Mass weekly.
- b) Those involving themselves in the life of the parish.
- c) Those supporting their parish financially according to their means.

Second preference will be to any Catholic family not participating in a Catholic parish but wishing to enrol a baptized Catholic child in the school.

After April 15, non-Catholic children may be admitted to the school on a limited basis for the following school year, but not in such numbers as

to impair the genuine Catholicity of the school's programme. A Pastor will approve all of these applications.

3. All paperwork (i.e. registration form, tuition agreement, required documents, previous school's report card) must be submitted before the student begins school.
4. Children must be five years of age as of December 31 to start kindergarten. Under special circumstances, children younger than five as of December 31 may be accepted if they meet certain criteria. An assessment must be carried out including: Readiness Assessment, observation at pre-school setting, and discussion with the pre-school care provider(s), etc. The final decision, to accept children younger than age five, rests with the principal.

If a child under the age of five as of December 31 is accepted, the parents/guardians will be required to pay the government grant equivalent in addition to the tuition fees.

5. Admissions will be governed by the policies outlined in this Policy Manual.

B. International Students

Purpose:

CISND believes that the quality of educational programs is enhanced by providing for the attendance of international students in the schools of the Diocese.

Policy:

Principals will accept international students to the school following the procedures below provided the appropriate program, facilities and class space are available to meet the needs of the child and provided acceptance does not affect the class program.

International students, with a resident guardian, may be permitted to attend a school in the diocese on a fee-paying basis for any period determined by the principal. The attendance of these students must be within authorized class limits. The School Council shall set international fees annually. Class/school fees will also apply.

In regards to Catholicity, principals must follow #2 above in BC resident section.

The administration of the school will accept international students so as to not adversely affect the overall school program. The number of international students accepted in a grade must not exceed 10% of the total number of

students at that grade level. To exceed 10% per grade level, local School Council approval is required.

Students accepted for a full school year must take a full course load.

International students' families must be made aware that English as a Second Language (ESL) is not offered at the school. Should families require ESL instruction outside of the regular program, the additional cost of such program would be borne by the family.

Procedures:

1. A non-refundable application fee will be payable at the time of application.
2. Tuition, as authorized by School Council, is to be paid in full before acceptance of the student. The authorization letter to Canadian Immigration will be written once payment has been received. If the student is already present in BC, full tuition is to be paid in full before the student begins classes in September.
3. Additional fees (i.e. class, bus, etc.) are payable at the same time as other students' additional fees.
4. The tuition may be refunded in full, if the student can not obtain authorization by Canadian Immigration. The student must provide the letter of rejection to the school. In extenuating circumstances, an appeal may be made to the School Council.
5. Students are required to provide proof of Canadian Medical coverage before they begin attendance at the school.
6. All paperwork (i.e. registration) must be submitted before the student begins attendance at the school.