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SCHOOL ADMISSIONS
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1. OBJECTIVE

The Board of Trustees of the Winnipeg School Division supports the concept of “schools of choice” both for students resident within the boundaries of The Winnipeg School Division as well as for students resident within other public school divisions in Manitoba.

The intent of this policy is to enhance the educational opportunities for students without additional costs accruing to resident taxpayers.

In the implementation of this policy, the rights and opportunities of resident students will not be compromised.

2. DEFINITIONS

2.1 Resident Students

2.1.1 General

A resident student is defined under the Manitoba Public Schools Act as a pupil in a particular school division or school district:

- a) whose parent or legal guardian, with whom he resides, is a resident therein, or
- b) who has attained the age of 18 years and is a Canadian citizen or landed immigrant resident therein, or
- c) who, by reason of being dealt with under any provision of The Child and Family Services Act or the Young Offenders Act (Canada) becomes a resident therein, or
- d) who is designated in writing by the Minister as a resident therein.

2.1.2 School-Age Resident Student (Aged 4 - 20 years)

For Division policy purposes a “school age resident student” means a resident student aged four to twenty years, inclusive; further defined as a resident student who:

- a) will be at least four years of age, ie. having reached his or her 4th birthday by December 31st of the school year in question;
- b) will not have reached his or her 21st birthday by the opening date of the school year or semester in question.

2.1.3 Adult Resident Student - Aged 21 years or Over

An adult resident student is a resident student as defined above who has reached his or her 21st birthday by the opening day of the school year or semester in question.

2.2 Non-Resident Students

2.2.1 General Definition

A non-resident student, for Division policy purposes, is one who does not meet the definition of a “Resident Student” as defined above, but who is a resident student in another Manitoba school division, and who qualifies for a provincial support grant.

2.2.2 Nursery Student (Age 4 years by Dec. 31) (Fees Applicable)

A non-resident student at age 4 years would be a child whose parents reside in another Manitoba School division. As no provincial support is available fees are applicable.



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2.2.3 Manitoba School-Age Non-Resident Student (Age 5 to 20 years)

For Division policy purposes a "school age non-resident student" means a non-resident student aged five to twenty years, inclusive; further defined as a non-resident student who:

- a) will be at least five years of age; ie. having reached his or her 5th birthday by December 31st of the school year in question
- b) will not have reached his or her 21st birthday by the opening date of the school year or semester in question.

2.2.4 Manitoba Adult Non-Resident Student (Aged 21 or over)
(Fees Applicable)

A Manitoba Adult Non-Resident Student, for Division policy purposes, is a Manitoba Non-Resident Student as defined above who has reached his or her 21st birthday by the opening day of the school year or semester in question.

2.2.5 Special Non-Resident Student Categories: (Fees Applicable)

- a) Foreign Student (School-Age and Adult)
(Fees Applicable)

A foreign student is an individual seeking enrolment in a Division school who has neither Canadian citizenship nor Landed Immigrant status.

- b) Exchange Student (School-Age Only)
(Fees Applicable)

An exchange student is a foreign student of school age seeking admission to a Winnipeg School Division school through a recognized exchange program under the auspices of a sponsoring organization.

- c) Non-Supportable Student (School Age and Adult)
(Fees Applicable)

A non-supportable student is any non-resident student who does not qualify for provincial education support. This category includes, among others, First Nation students and students who are legal residents of another Province of Canada. Admission to Division schools is contingent on payment of full fees, either by the individual or by a sponsor.

3. SCHOOLS OF CHOICE

- 3.1** The Superintendent may assign a student to any school if in his/her judgement the welfare of the child or of other children requires such assignment.

3.2 Resident Students

Students aged 4 to 20 years are permitted to attend the school of their choice within the Division provided that there is space available and that there is no additional cost to the Division.

3.3 Non-Resident Students

Non-resident students aged 5 to 20 years may be admitted to the school of their choice within the Division provided that:



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- i) there is space available in the class or school;
 - ii) the student does not require an Individual Educational Plan (IEP) or additional support services which would incur costs to the Division;
 - iii) the applicable fees are paid

3.4 Student Accommodation Priority (Fees May Be Applicable)

The priority for acceptance of students for admission to schools in the Division will be:

- i) Resident students from within the local school catchment area.
- ii) Resident students, aged 4 - 20 years from other school catchment areas.
- iii) Resident students aged 21 years and over.
- iv) Non-Resident students aged 4 to 20 years (Fees Applicable)
- v) Non-Resident students aged 21 years and over (Fees Applicable)

3.5 Acceptance of Resident Non-Catchment Area Students

The determination of whether or not there is space available to admit a resident but non-catchment area student shall be made by the school principal who will be guided by the resultant individual class size and the number of integrated Level 1 Special Education students already accommodated within resources available.

3.6 Acceptance of Non-Resident Students

The determination of whether or not there is space available to admit a non-resident student shall be made by the school principal who will be guided in this decision by:

- i) The priority for accommodation of students as stated in Section 3.3 of this policy.
- ii) Historical data on the need to reserve space to accommodate resident students who register during the school year.
- iii) The composition of the student population in individual classrooms including the number of students with exceptional needs.
- iv) The assurance that there will be no adverse effect on the learning environment of resident students.

3.7 Class Size

3.7.1 N - Grade 8

The admission of resident non-catchment area students will be considered up to a resultant individual class size as stated:

Nursery	23 students
Kindergarten	26 students
Grades 1 - 3	27 students
Grades 4 - 6	28 students
Grades 7 and 8	28 students

A request for the admission of a non-resident student will only be considered when the resultant individual class size is:

Kindergarten	23 students or less
Grades 1 - 3	24 students or less
Grades 4 - 6	26 students or less
Grades 7 and 8	28 students or less



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3.7.2 Senior High

Resident non-catchment area students and Non-Resident students will be admitted to Grade 9 - 12 courses provided there is space available in a section of each course requested. The admission of resident non-catchment area students will be considered as long as the resultant section sizes do not exceed 35 students. The admission of non-resident students will be considered only if the resultant section sizes do not exceed 32 students.

3.8 Applications

- 3.8.1 Applications for the admission of non-resident students must be submitted on the standard Winnipeg School Division form.
- 3.8.2 Applications under the Schools of Choice provisions for non-resident students must be received by the Division prior to May 15 for rural areas and September 30 for Metro School Divisions.
- 3.8.3 Applications shall first be submitted to the school principal for approval.
- 3.8.4 Applications once approved by the principal are to be forwarded to the Non-Resident clerk in the Secretary-Treasurer's Department.

3.9 Duration of Approval

- 3.9.1 Once a non-resident application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student completes the highest grade level at the school into which he or she has been admitted.
- 3.9.2 The Division retains the right to rescind the approval at any time, should circumstances arise which restrict the Division's ability to provide appropriately for the education of its own resident and catchment-area students, or which result from unusual student population changes.
- 3.9.3 Notwithstanding the above, approval is in effect until withdrawn under this policy.

3.10 Behavioural Expectations

The Division reserves the right to withhold approval for the admission of a non-resident student if, in the opinion of the school's administration, the student would have difficulty fulfilling the Division's and the school's expectations for behaviour.

3.11 Transportation

Non-resident students will not be eligible for any divisional transportation services including transportation allowances or subsidies in any form.

4. WITHDRAWAL OF ACCEPTANCE

Notwithstanding any of the foregoing, the Winnipeg School Division reserves the right to withdraw its acceptance of non-resident students and to withdraw such students if in the opinion of the principal:

- i) the student fails to meet the behavioural expectations for students at that school;
- ii) the educational requirements of the student result in the need to provide additional supports to the student during the course of the school year;
- iii) there is a significant increase in costs to the Division during the course of the school year.



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5. ADMISSION OF ADULT STUDENTS

- 5.1 For regular academic courses resident and non-resident adult students shall be accommodated at the Winnipeg Adult Education Centre.

The Winnipeg Adult Education Centre shall offer courses at the Grade 12 level to enable the students to obtain a high school standing under the Mature Students Program.

In addition, the Centre may also offer preparatory courses for students who lack the educational background to enter the Grade 12 level courses directly.

- 5.2 Adult resident students may be admitted to a regular high school other than the WAEC provided there is space available in a section of each course requested.
- 5.3 Adult resident and non-resident students may be admitted to vocational courses provided there is space available.
- 5.4 Adult non-resident students will be assessed a fee per course based on the established rates.