



North Vancouver  
**School District**  
the natural place to learn®

## **Admission of Students to School**

Administrative Procedures

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## Introduction

The North Vancouver School District began registering students centrally after a change in Provincial legislation in 2002. The staff at the Central Registration Office manages all students registering for the North Vancouver School District or applying for a transfer from one North Vancouver school to another due to a change in residence. Person(s) registering for the North Vancouver School District or applying for a transfer must visit the office in person.

### Central Registration Office

2121 Lonsdale Avenue

North Vancouver, B.C.

V7M 2K6

Tel: 604-903-3368

Fax: 604-903-3369

Email: [registration@sd44.ca](mailto:registration@sd44.ca)

### Hours of Operation

The Central Registration office is open throughout the school year and in the summer.

Hours of operation are:

8:30 a.m. – 4:30 p.m. (Monday to Friday)

Summer Hours during July & August: 8:00 a.m. – 4:00 p.m. (Monday to Friday)

The office is closed during all statutory holidays.

### Policy

[Policy 605: Admission of Students to Schools](#) describes the responsibilities of the Board of Education and the Superintendent in the provision of an educational program and the guiding principles for student admissions.

## **605 Admission of Students to School**

Revised: September 25, 2001

Revised: January 14, 2003

Revised: October 28, 2003

Revised: February 28, 2007

Revised: February 19, 2013

Revised: December 10, 2019

### **Policy**

As prescribed in the *School Act* (Sections 2, 3 and 82), the Board of Education must provide an educational program free of charge to every student of school age, resident in British Columbia and enrolled in an educational program in a school operated by the Board of Education. A student is resident in British Columbia if the student is ordinarily resident in British Columbia and the parent/court appointed guardian of the student is ordinarily resident in British Columbia.

The Superintendent, or designate, shall establish school catchment areas, and review on an annual basis, to ensure that each school has the capacity to accommodate the anticipated enrolment of students in its catchment area. Catchment areas shall be determined after due consideration of all relevant factors, including the accommodation available in the schools, the accessibility of the schools to the students, and the safety of the students in going to and from school. The Board of Education shall be informed of all major changes to school boundaries.

The Superintendent, or designate, shall also establish Administrative Procedures to address issues related to the registration, placement, or transfer of students in schools, in accordance with the provisions of the *School Act*.

The Board of Education may also provide for the admission of fee-paying students to North Vancouver School District schools. The admission procedures for fee-paying students are described in the Administrative Procedures.

Student Admission and School Choice are guided by the following principles:

- The admission process should maximize the number of students able to attend their catchment area school
- The admission process should enable school and district staffs to plan the allocation of resources in ways that will minimize adjustments to school organizations at the beginning of the school year
- The admission process should enable the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- The admission process should support stability and continuity for students and families
- Wherever possible, siblings will be admitted to the same school.

### **Administrative Procedures**

Policy 605: Admission of Students to School – Administrative Procedures

## Definitions

“Alternative Programs” means those programs as described in Policy 204: Alternative Education.

“Catchment area child” means a person of school age, and resident in the catchment area of the school.

“Continuing school district student” means a student in attendance at the school or a designated feeder school during the previous school year, and resident in the North Vancouver School District.

“District Program” means those programs (e.g. French Immersion K – 12, Late French Immersion) established by the Board of Education that have the entire North Vancouver School District as the catchment area. Upon leaving a district program to enter the regular program, the regular program catchment area will apply to the student for placement purposes.

“Feeder schools” and their associated “receiving schools” are described by the Board of Education’s established catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school, unless an application for enrollment elsewhere is accepted.

“International Students/Fee Paying Students” are defined as students who have moved from outside the province of British Columbia to British Columbia and do not meet the residency requirements of Section 82(2) of the School Act.

“Legal guardian of a child” is defined within the meaning established in the Family Relations Act and is the person who has legal control of the child as designated by a government ministry or a Canadian court order issued by a judge.

"Non-catchment area child" means a person of school age, resident in the North Vancouver School District, and not resident in the catchment area of the school.

"Non-school district child" means a person of school age, resident in British Columbia, and not resident in the North Vancouver School District.

"Parent" means the guardian of the student or child, the person legally entitled to guardianship of the student or child, or the person who usually has the care and control of the student or child in the absence of a parent.

"Previous school year" means the school year previous to the school year for which the person is applying to enroll in an educational program.

“Priority Placement Period” means the period of time when registrations and transfers for the following year are accepted. All registrations and transfers accepted in this time period will be treated equally, and will be assigned a priority according to the Priority Assignment Criteria (see

Priority Assignment Criteria section). There are two Priority Placement Periods: Kindergarten Registration (generally late October to early December), and Grade 1 to 12 Registrations and Transfers (generally late January to early March). Check the North Vancouver School District website for published dates.

“Resident”, in accordance with the School Act, a student is resident in British Columbia if the student and the student's guardian are ordinarily resident in British Columbia. See the Ministry of Education’s [Eligibility of Students for Operating Grant Funding](#) document for more information.

“School age” is defined in the School Act as a person who has or will have attained the age of 5 years on or before December 31 of that school year and who has not attained the age of 19 years before July 1 in the year of application.

"School district child" means a catchment area child or a non-catchment area child.

## **Admissions Process - General Principles**

The objective of the Admissions Process is to allow for the maximum number of students to attend their catchment area school, and to admit siblings to the same school whenever possible.

The Superintendent establishes start and end dates for applications for registration and transfers (Priority Placement Period). These dates are published on the North Vancouver School District website.

Applications for registration and transfers are assigned a Priority according to the Priority Assignment Criteria.

In some circumstances, the catchment area school, or the requested school, will not have space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs. The school district will arrange an alternative placement.

Due to limits on available spaces, it may be necessary to conduct a lottery or establish a waitlist (see Lottery and Waitlist section).

Once placed, it is the responsibility of the school principal to arrange for a programming interview for any student and parent for the purpose of assessing the educational needs of the student and the capacity of the school to serve those needs.

### **Age-Appropriate Placement in an Educational Program**

A child of school age who applies for the first time in the North Vancouver School District for admission, and who has previously attended a public school outside the province of British Columbia, or any private/independent school, shall be placed according to the child's age (age-appropriate placement). If, in the professional judgment of the school principal, a placement other than an age-appropriate placement is suitable, then the principal, in arriving at such a decision, shall consider all available records and assessments.

### **Catchment Areas**

The location of the student's place of residence will determine their catchment area school. Resources are available on the North Vancouver School District website as a reference for identification of the school to which a student new to the North Vancouver School District should first apply for admission.

### **Communication**

**Kindergarten** - the staff at Central Registration is responsible for communicating with parents about Kindergarten school assignments. Assignment letters for priority Kindergarten registrations should be mailed to parents prior to the North Vancouver School District Spring



Break. At that time Central Registration will also send a listing of all the Kindergarten students assigned to that school. The school is responsible for informing parents of their child's Kindergarten placement in a class.

**Grades 1-12** – the staff at the school is responsible for communicating with parents about Grade 1-12 placements.

## **Continuing Students**

Students currently attending North Vancouver School District schools are not required to re-apply annually to continue at their current school.

## **Determination of Available Space and Facilities**

The Board of Education delegates to the Superintendent, or designate, the decisions whether space and facilities are available in individual schools and educational programs in the North Vancouver School District for purposes of section 74.1 of the *School Act*. Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the Board of Education determines that space and facilities are available in a school.

Space and facilities are available in a school for purposes of student choice if there is excess capacity, taking into account:

- Physical and instructional resources
- Enrolment projections that have been made to allow for the accommodation of catchment and non-catchment area students returning from the previous school year
- Students enrolling in District Programs
- Students incoming from designated feeder schools
- Children enrolling in Kindergarten who live in the catchment area for the school.

Decisions are to be made in consultation with the principal of the school and will be based on program capacity, including consideration of the following factors:

- Operating capacity of the school as defined by the Ministry of Education
- Level of staff assigned to a school by the school district
- Physical space in which instructional programs operate in the school
- Ability of the school to provide the appropriate educational programs for the applicant and other students.

## **French Immersion Programs**

A list of enhanced program opportunities available for registration, including Early French Immersion (Kindergarten and Grade 1 entry) and Late French Immersion (Grade 6 entry), is published on the North Vancouver School District website.

## **International Students**

All registrations for International students are managed by the International Education Department.

## **Kindergarten Registration**

A parent can register their child for Kindergarten if, on or before December 31st of that school year the student will have reached the age of 5 years.

**English Full Day Kindergarten Program** is a full-day program with limited space at all schools.

**French Immersion Full Day Kindergarten Program** is a District Program with limited space at selected sites. As a District Program there are no specific “school” catchment areas - the catchment area for French Immersion has been established as the entire “school district”.

French Immersion is offered at the following schools:

- Braemar;
- Cleveland;
- Dorothy Lynas;
- Larson;
- Ross Road; and,
- Sherwood Park

Kindergarten students not placed in the French Immersion Program are placed in the English Program at their catchment area school or at a school of their choice (as per the registration form), subject to space availability.

The Kindergarten placement information should be mailed to the parents prior to mid-April.

### **Requests for a different school**

After receiving notification of their Kindergarten assignment, a parent that is requesting a different school may submit a Transfer Request Form to Central Registration.

If there are changes to the placement of a Kindergarten student, the staff at Central Registration is responsible for communicating (via e-mail) the placement changes to the schools.

# Registration

## New Registrations

The staff at Central Registration processes all new registrations to the North Vancouver School District.

A student new to the North Vancouver School District must be registered in person by a parent or legal guardian. A legal guardian of a child is defined within the meaning established in the Family Law Act and is the person who has legal control of the child as designated by a Provincial Government Ministry or a Canadian court order issued by a judge.

The North Vancouver School District will not accept a parent designating a third person as the child's guardian using a notarized or lawyer's document.

Original documents must be provided at the time of registration (copies will be made as needed).

Ordinarily Resident is

## Documents Required for All New Registrations

1. Student Registration form
2. Child's birth certificate, ideally showing parent's names, translated into English if necessary, or Certificate of Indian Status Identification Card, or Passport.
3. **Proof of residence.**  
Accepted documents for home owners:
  - Purchase agreement – new home purchase with subjects removed *and*
  - Current utility bill (BC Hydro, gas, landline telephone or internet/cable statement)

Accepted documents for renters:

- Formal rental or lease agreement and a current utility bill (BC Hydro, gas, landline telephone or internet/cable statement) in either the landlord(s)'\*/homeowner(s)' or the tenant(s)' name (as per lease/tenancy agreement)

*\*If the utility bill is in the landlord's name, a third document will be required. Acceptable documents include a banking statement, BC vehicle registration, renter's insurance, or a BC ID card.*

If you do not have a formal tenancy agreement (living with family or friends) we require:

- A notarized letter from the tenant/homeowner verifying this living arrangement including the names of all your family members who are living in their residence

<p><u>and</u> Proof of the residence of the tenant/homeowner (as per accepted documents for renters above)</p> <p>4. All relevant original legal documentation involving guardianship – separation, divorce, adoption or guardianship court orders (if applicable)</p> <p>5. School report cards, with certified translation in English (if applicable).</p> <ul style="list-style-type: none"> <li>• Elementary School Registration: Report cards from the most recent school year</li> <li>• Secondary School Registration: Most recent report card (for Grades 8 and 9) or, for older students, all report cards from Grade 10 to current year</li> </ul> <p>6. Any Individual Education Plan (IEP), Psycho-educational assessment or medical reports that pertain to the child (if applicable)</p>
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**Categories of Application:**

**Citizens and Permanent Residents:**

<b>Canadian Citizens – living in BC</b>	
Requirements	At least one parent is a Canadian Citizen and ordinarily resident in British Columbia
Required Documents	See above Documents Required for all New Registrations

<b>Permanent Residents/Landed Immigrants</b>	
Requirements	At least one parent is a Permanent Resident and ordinarily resident in British Columbia
Required Documents	See above Documents Required for all New Registrations
<i>And</i> (above and beyond required documents for all new registrations)	<ul style="list-style-type: none"> <li>• Student’s passport and Permanent Resident card or landing paper (if the student is a permanent resident)</li> <li>• Student’s proof of Canadian citizenship if applicable (Canadian passport or citizenship certificate)</li> <li>• Proof of status in Canada for both parents (passport and Permanent Resident card)</li> </ul>

<b>Refugees</b>	
Requirements	Parent has been lawfully admitted to Canada as a Refugee
Required Documents	See above Documents Required for all New Registrations
<i>And</i> (above and beyond required documents)	<ul style="list-style-type: none"> <li>• Refugee Claimant Document and Passport for parents and child</li> </ul>

**Temporary Residents:**

<b>Parent with a Work Permit</b>	
Requirements	<ul style="list-style-type: none"> <li>• Parent has been lawfully admitted to Canada for temporary residence and is authorized to work for a period of one (1) year or more - parent's Work Permit is valid for one (1) year or more</li> <li>• Parent is working 25 hours or more per week</li> <li>• Student study/visitor record for one (1) year or more (same time period as parents)</li> <li>• Immigration documents for the spouse of the parent who will be working</li> </ul>
Required Documents	See above Documents Required for all New Registrations
<i>And</i> (above and beyond required documents)	<ul style="list-style-type: none"> <li>• Student's passport</li> <li>• Parents' passports</li> <li>• Parent's Work Permit Valid for 1 year or greater</li> <li>• Student study/visitor record for 1 year or greater (same time period as parents)</li> <li>• Immigration documents for the spouse of the parent who will be working in Canada</li> <li>• Proof of employment meeting requirements (will include pay stubs and other relevant documents as determined by the District Principal – Administrative Services)</li> </ul> <p>All documentation will be reviewed annually, at minimum, to ensure continued compliance.</p>

<b>Parent with a Study Permit</b>	
Requirements	<ul style="list-style-type: none"> <li>• Parent has been accepted to a degree or diploma program at a public post-secondary institution in British Columbia or in a degree program at a private post-secondary institution</li> </ul>
Required Documents	See above Documents Required for all New Registrations
<i>And</i> (above and beyond required documents)	<ul style="list-style-type: none"> <li>• Student's passport</li> <li>• Parents' passports</li> <li>• Letter of enrolment</li> <li>• Proof of payment of fees – receipts for fee payment must be submitted each semester the parent is attending school</li> <li>• Timetable of studies</li> <li>• Student study/visitor record for 1 year or greater (same time period as parents)</li> </ul> <p>All documentation will be reviewed annually, at minimum, to ensure continued compliance.</p>

**If you do not fit within one of these categories please contact the International Education Program at:**

International Education Program  
 North Vancouver School District  
 2121 Lonsdale Avenue  
 North Vancouver BC V7M 2K6  
 Canada

**604-903-3444**

[international@sd44.ca](mailto:international@sd44.ca)

# Admissions

## Admission of Non-Residents of British Columbia

Students who are non-residents of British Columbia do not qualify for funding from the Ministry of Education. Fees may be charged.

## Admission of Non-Canadian Citizens

The admission of non-Canadian citizens to Canada, and the specification of privileges associated with such admission, is essentially a Federal responsibility. Admission into a North Vancouver School District school of non-Canadian students who are living in the North Vancouver School District shall, therefore, be governed by the following provisions:

- Landed immigrants/permanent residents shall be granted the same educational privileges as a Canadian citizen
- Admission, for a limited period of time, shall be granted to students of parents who are holding work permits, providing the parent has been lawfully admitted to Canada for temporary residence and is authorized to work for a period of one year or more, and employed for at least 25 hours per week
- Admission, for a limited period of time, shall be granted to students of parents who are holding study permits, providing the parent has been lawfully admitted to Canada and is authorized to study for a period of one year or more, and is enrolled in a degree or diploma program at a public post-secondary institution in British Columbia.
- Admission shall not be granted to other categories of students except in exceptional circumstances. As an example of exceptional circumstances, school principals may grant permission to non-Canadian students participating in a recognized international student exchange program to attend for a specified period of time. The Superintendent, or designate, may also provide for temporary admission to non-Canadian students pending a legal determination of the [guardianship](#) of a student
- No written permission shall be provided which would enable a student to obtain a study permit except as required for the exceptional circumstances determined by the Superintendent or for fee-paying students described in the “Fee-Paying Students” section below
- These provisions are not intended to enable a person whose primary purpose for coming to British Columbia is to attend a public school and who would normally be charged tuition fees to avoid paying those fees.

## Fee-Paying Students

The Superintendent may, consistent with this policy, grant permission to students to apply to the North Vancouver School District as a fee-paying student. There shall be a fee charged to students who are accepted in this capacity.

The following requirements shall govern the admission of fee-paying students:

- Students must be able to demonstrate that they are able to achieve at a high level in studies taught in the English language
- Elementary age students (Kindergarten to Grade 7) must reside with their own parent(s) while participating in the North Vancouver School District as a fee-paying student
- Secondary-age students agree to reside in a residence approved by the North Vancouver School District Program Administrator and the parent(s)
- Secondary-age students must be able to function effectively in a Canadian cultural environment without the direct supervision of their parents. Responsibility for assessing such abilities rests with a person or screening committee appointed by the Superintendent
- Prior to enrolment, students must provide evidence that the Government of Canada has issued a Study Permit approving study at a school in Canada
- The annual fee payable by students shall be determined by the Board of Education and is not refundable
- The full amount of the annual fee must be received by the North Vancouver School District prior to the Superintendent, or designate, granting final admission approval
- The Superintendent, or designate, may engage the services of an agency or agencies to assist in the identification of applicants for admission under this regulation and to coordinate arrangements for an approved residence during the student's enrolment
- Students and their parent(s) are responsible for transportation between the student's approved residence and the school
- Students and their parent(s) must provide proof of adequate medical insurance in advance of the Superintendent granting final admission
- Students and their parent(s) may be responsible for the cost of any additional fees normally charged by the school in which the student is enrolled
- Students shall abide by the rules of the *Participation Agreement* contained in their application and with the rules and behavioral expectations of the school in which they are enrolled. Infractions of these rules shall result in a review of the student's eligibility to continue in this program
- The Superintendent, or designate, will determine each student's age-appropriate placement in a North Vancouver School District school and an educational program
- The North Vancouver School District will provide an orientation program for fee-paying students
- Students enrolled as Fee-Paying Students will remain fee-paying students until such time that their citizenship status changes to Permanent Resident, or Canadian citizen and a parent is ordinarily resident in BC.



# Important Dates for Priority Placement

## Registration and Transfer Application Dates

Before the 1st of December of each school year, the Superintendent, or designate, will establish and publish registration dates for the subsequent school year: These registration dates will be in effect for the following groups of students:

**Priority Placement Period for Kindergarten Registration** (generally late October to early December, check the North Vancouver School District website for published dates) will be in effect for the following:

- Students registering for first-time entry to Kindergarten (English Program and French Immersion Program)

**Priority Placement Period for New Registrations and Transfers** (generally late January to early March, for Grades 1-12, check the North Vancouver School District website for published dates) will be in effect for the following:

- Students registering for Grades 1-12 who are not currently attending a school in the North Vancouver School District
- Students currently attending a school in the North Vancouver School District who are requesting a transfer to a different school in the North Vancouver School District; e.g., Grade 7 students who would like to attend a secondary school other than their designated feeder school
- Students applying for a District Program for the first time.

Effective date of registration is entered when all required documentation has been received. A registration with incomplete documentation will not be processed until all of the required documents have been received.

Applications for the next school year received **within** the Priority Placement Period will be placed according to Priority (see Priority Assignment Criteria below), subject to approval, provided that the requested school has space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs.

Applications for the next school year received **after** the Priority Placement Period will be processed with every effort made to place the child in the catchment area school. In some circumstances, the catchment area school, or the requested school, will not have space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs. The school district will arrange an alternative placement.

The Board of Education may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants. An alternate process will be used for the enrolment of continuing students in the North Vancouver School District.

## Priority Assignment Criteria

### Priority for Placement of Students in English Program:

Priority 1	In Catchment area with sibling already attending same school (English Program)
Priority 2	In Catchment area
Priority 3	Out of Catchment area with sibling already attending same school (English Program)
Priority 4	Out of Catchment
Priority 5	Out of District.

### Priority for Placement of Students in French Immersion (Kindergarten or Grade 1 entry), District Program:

Priority 1	Siblings of French Immersion students already attending same school (French Immersion Program)
Priority 2	Lottery for the remaining students – classes are filled by lottery order respecting the 1st and 2nd choices (applicable at entry points Kindergarten and Grade 1)
Priority 3	Out of District – placed at the end of the process.

### Priority for Placement of Students in Late French Immersion (Grade 6 entry), District Program:

Priority 1	Siblings enrolled in a North Vancouver School District French Immersion program, either in an elementary or secondary school.
Priority 2	Lottery for the remaining students – classes are filled by lottery order respecting the 1st and 2nd choices (applicable at entry point Grade 6).
Priority 3	Out of District – placed at the end of the process.

# Feeder Schools

## Designated Elementary to Secondary Feeder and Receiving Schools

### English Feeder Schools

#### Elementary School

Boundary  
Lynn Valley  
Ross Road  
Upper Lynn

#### Elementary School

Braemar  
Capilano  
Carisbrooke  
Larson  
Norgate  
Queen Mary  
Westview

#### Elementary School

Canyon Heights  
Cleveland  
Highlands  
Montroyal

#### Elementary School

Cove Cliff  
Dorothy Lynas  
Sherwood Park

#### Elementary School

Brooksbank  
Eastview  
Ridgeway  
Queensbury

#### Elementary School

Blueridge  
Lynnmour  
Seymour Heights

### English Receiving Schools

#### Secondary School

Argyle Secondary School

#### Secondary School

Carson Graham Secondary

#### Secondary School

Handsworth Secondary School

#### Secondary School

Seycove Secondary School

#### Secondary School

Sutherland Secondary School

#### Secondary School

Windsor Secondary School

**French Immersion Feeder Schools**

**Elementary School**

Boundary (LFI)  
Larson (EFI)  
Ross Road (EFI)

**Elementary School**

Braemar (EFI & LFI)  
Cleveland (EFI)

**Elementary School**

Dorothy Lynas (EFI)  
Sherwood Park (EFI)  
Boundary (LFI)  
Braemar (EFI & LFI)

**French Immersion Receiving Schools**

**Secondary School**

Argyle Secondary School

**Secondary School**

Handsworth Secondary School

**Secondary School**

Windsor Secondary School

# **Lottery and Waitlist**

## **Lottery and Waitlist – English Program**

Every effort will be made to place students registering for the English Program in their catchment area school.

If there is not sufficient space in a school to accommodate all Priority 1, Priority 2 and Priority 3 students who applied for the English Program within the Priority Placement Period, an electronic lottery will be conducted.

All lotteries will be conducted in the presence of a 3<sup>rd</sup> party neutral observer (e.g., a member from the District Parent Advisory Council).

English Program waitlists are maintained by the staff at Central Registration for Priority 1, Priority 2 and Priority 3 students who are unable to get into their catchment school. Priority 4 and Priority 5 students will not be included on a waitlist.

Waitlists for the English Program are maintained for the school year.

## **Lottery and Waitlist – French Immersion Programs**

Early French Immersion and Late French Immersion are District Programs and do not use catchment areas for Priority Placement.

If there is not sufficient space in a school to accommodate all Priority 1 students who applied for the French Immersion Programs, including Early French Immersion (Kindergarten and Grade 1 entry) and Late French Immersion (Grade 6 entry) within the Priority Placement Period, an electronic lottery will be conducted.

Available spaces are assigned by electronic lottery respecting the 1st and 2nd choices.

All lotteries will be conducted in the presence of a 3<sup>rd</sup> party neutral observer (e.g., a member from the District Parent Advisory Council).

Students not assigned to a French Immersion Program will be placed on a waitlist according to their position in the lottery, respecting their 1<sup>st</sup> and 2<sup>nd</sup> choices. Families will be contacted if their child's name comes up on the waitlist. Once offered a spot in a French Immersion Program, the family has one (1) business day in which to respond or the spot will be offered to the next person on the waitlist.

French Immersion Program waitlists are maintained by the staff at Central Registration as follows:

- Early French Immersion (Kindergarten entry) - for the Kindergarten school year

- Early French Immersion (Grade 1 entry) - until the last Friday in October; for students coming from a French Immersion K Program, their waitlist status will be maintained until the end of February of the Grade 1 school year
- Late French Immersion (Grade 6 entry) - until the last Friday in September

# Transfer Requests

## General Principles

A parent may submit a request for their child currently attending a school in the North Vancouver School District to transfer to a different school in the North Vancouver School District.

Transfers are effective the following school year, in September (some exceptions apply).

Transfer requests should be submitted during the **Priority Placement Period for New Registrations and Transfers** (generally late January to early March, for Grades 1-12, check the North Vancouver School District website for published dates).

The parent must submit the completed *Transfer Request Form* and provide the following required documents to Central Registration:

- Proof of residence. For home owners – property tax statement *or* purchase agreement – new home purchase with subjects removed *or* utility bill (BC Hydro, gas, landline telephone or internet/cable statement). For renters – formal rental or lease agreement and utility bill (BC Hydro, gas, landline telephone or internet/cable statement) in either the landlord's/homeowner's or tenant's name (as per the lease/tenancy agreement)
- Consent of both parents if they do not reside together or the court order that specifies which parent is responsible for the educational decisions for the child

By completing a *Transfer Request Form*, the parent is committed, if the transfer is approved, to accepting any of the proposed receiving schools as indicated on the form.

Transfer requests for the next school year received within the Priority Placement Period will be placed according to Priority, provided that the requested school has space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs.

After the Priority Placement deadline, Central Registration will only accept applications for students who are requesting to transfer to their catchment school. The request will be granted provided that the requested school has space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs.

The staff at the school will contact the parent once they have received the approved placement information from Central Registration.

The North Vancouver School District will make no provision for student transportation between the home and school.

### **Transfers - Physical Move (current school year):**

A parent may submit a request for a transfer when the family has made a physical move to a different catchment area in the North Vancouver School District.

A transfer request in the current school year (mid-school year) due to the family's physical move to a different catchment area shall be granted, provided that the requested school has space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs.

### **Transfers - Physical Move (next school year):**

A parent may wish to delay a transfer due to the family's physical move until after the current school year ends. A transfer request for the next school year should be submitted during the **Priority Placement Period for New Registrations and Transfers** (generally late January to early March, for Grades 1-12, check the North Vancouver School District website for published dates).

### **Transfers – Choice (current school year):**

A transfer request in the current school year (mid-year) based on choice is referred to as a **“Principal Initiated Transfer”** or **“Principal-to-Principal Transfer”** because of the involvement of the school principals (see section below).

### **Transfers – Choice (next school year):**

A parent requesting a transfer request for the next school year based on choice will be asked to state the reason(s) for the requested transfer. The school principal may request an interview with the parent and/or the student in order to discuss the requested transfer.

Depending on the reason(s) for the transfer request, school or District staff may be consulted prior to approval. A transfer request for a Complex Learner requires the involvement of the School-Based or District Resource Team.

A transfer request for the next school year should be submitted during the **Priority Placement Period for New Registrations and Transfers** (generally late January to early March, for Grades 1-12, check the North Vancouver School District website for published dates).

### **Transfers – Principal Initiated Transfer (Principal-to-Principal Transfer):**

After a process of consultation with the parent and/or the student, a principal may initiate the transfer of a student from one school to another school based upon the principal's assessment of the best interests of that student and other students in the school. A Principal Initiated Transfer (Principal-to-Principal Transfer) will only be considered if the requested school has space,



facilities, adequate resources, or appropriate educational programs required to meet the student's needs.

Depending on the reason(s) for the transfer request, school or District staff may be consulted prior to approval. A transfer request for a Complex Learner requires the involvement of the School-Based or District Resource Team.

The staff at Central Registration, in consultation with the District Principal of Administrative Services, will assist with the placement of a Principal Initiated Transfer (Principal-to-Principal Transfer) should the need arise.

### **The Process**

- Current school principal (or designate) is contacted by the parent to discuss the possibility of a transfer to another school within the North Vancouver School District. Consent of both parents is required if they do not reside together and if no court order that specifies which parent is responsible for the educational decisions for the child is in place.
- Current school principal (or designate) contacts the requested school's principal (or designate) to discuss the potential transfer. The decision should be based upon the availability of a suitable program, resources, space and facilities in the other school.
- If the transfer is agreed to by both administrators, a *Transfer Request Form* is completed and signed by the parents and both school principals.

After March 31st, all Principal Initiated Transfers (Principal-to-Principal Transfers) will be placed on hold until after the Labour Day weekend as changes in numbers will affect staffing and school organizations for the following school year.

### **Communication regarding Approved Transfer Requests (Physical Move & Choice)**

The staff at Central Registration forwards a listing to each elementary and secondary school of all transferred students assigned to their school.

Schools are responsible for advising the families of all students newly assigned to their school that their transfer request has been approved. This will be done by letter, email or by a phone call to the family.

The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

### **Transfers – Other:**

#### **Grade 7 to 8 Transfer Requests**

A parent may submit a request for a transfer for their Grade 7 student to attend a secondary school in the next school year other than the student's designated feeder school in the North Vancouver School District (see below).

For example, if a student attends the Grade 7 French Immersion Program at Larson Elementary School they would automatically feed into the Grade 8 French Immersion Program at Argyle Secondary School. If the student wanted to attend Carson Graham Secondary School because it is their catchment secondary school (English Program) they would request a Transfer.

### **French Immersion Program to English Program**

A parent may submit a request for a transfer for their student in the French Immersion Program to change to the English Program in the next school year. In accordance with the Administrative Procedures for North Vancouver School District Policy 605: Admission of Students to School, students who wish to leave the French Immersion Program are required to return to their catchment area school.

A parent can apply for a transfer to a school other than their catchment area school, but will be subject to the process as outlined for student transfers.

### **Grade 1 entry into French Immersion from English Program**

A parent may submit a request for a transfer for their Kindergarten student in the English Program to change to the French Immersion Program in the next school year (Grade 1).

### **Late French Immersion**

A parent may submit an application for their student in the English Program to Late French Immersion in the next school year (Grade 6). must follow the process for New Registrations (see below).

# **Withdrawals**

## **Withdrawing a student**

If a student will not be returning to the school they are currently attending and will not be attending another North Vancouver School District school, the parent must complete a withdrawal form at the school. Consent of both parents is required if they do not reside together or the court order that specifies which parent is responsible for the educational decisions for the child.

## Resource Links

[School Act](#) – Province of British Columbia

- [Access to educational program \(2\)](#)
- [Entry to educational program \(3\)](#)
- [Home education \(12\)](#)
- [Registration \(13\)](#)
- [Enrollment in an educational program \(74.1\)](#)
- [Provision of educational program \(75\)](#)
- [Catchment areas \(75.1\)](#)
- [Fees and deposits \(82\)](#)

**School Regulations 265/89**

- [Home Education \(3\)](#)
- [Deemed Resident \(16\)](#)

[Funding Policy: Eligibility of Students for Operating Grant Funding](#) – BC Ministry of Education

[Catchment Areas and School Sites Map](#) – District of North Vancouver GIS Department, in cooperation with School District No. 44 (North Vancouver)

[Families of Schools \(feeder schools\)](#) – School District No. 44 (North Vancouver)

[Programs & Services](#) – School District No. 44 (North Vancouver)