

	<i>Chinook's Edge School Division – Administrative Procedure</i>
	<b>AP 3 – 07 Admission of Resident Students</b>
<b>Related Policies:</b>	<b>Initial Approval:</b> 2013 February 01
<b>Related Procedures:</b>	<b>Last Amended:</b> 2024 January 30
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2024 January 30

**PURPOSE**

The Division recognizes that children develop socially, emotionally, physiologically and intellectually at different rates and believes that programs should be provided for each child to develop so as to optimize his/her success in their community school.

The Division believes all resident students between the ages of six and eighteen have the right of access to their community school into grade one to grade twelve.

**SCOPE**

This procedure applies to all staff and students.

**DEFINITIONS**

None

**PROCEDURES**

1. Resident students between the ages of six years and eighteen years will be admitted to their community school.
2. Resident students under the age of six years as of the first day of the school term will be admitted if:
  - 2.1 The child will attain the full age of six years on or before December 31<sup>st</sup> of the school year in question
  - 2.2 The child must be previously registered in a kindergarten program outside the Division.
3. Parents shall provide documentation of age acceptable to Alberta Education regulations when registering a student for the first time. Birth certificates must be shown and a photocopy retained by Division schools before a student may be accepted as a student.
4. Residency of independent students (as defined in the *Education Act*, Section 6) will be determined by where the student resides, rather than where his/her parents reside.
5. Resident students of the Division residing in a designated attendance area for a school shall be enrolled in that school and attendance is compulsory.
6. In the event that a resident student becomes a non-resident student, the Division will not assure responsibility to provide transportation for the student.
7. Adult students who are a resident of the Division but older than twenty years as of September 1 in the year they attend will not be accepted for admission into Division schools.
8. The Superintendent and Principal must ensure that sufficient resources and facilities are available so that the needs of resident students with each designated attendance area for that school are being met prior to enrolling other students.

9. If admission is refused, the student and parents should be referred to the Liaison Superintendent.
10. In the event that there are some questions with regards to residency, the parent, guardian or independent student will be asked to provide proof of residency.

#### **REFERENCE AND LINKS**

*Education Act*

#### **HISTORY**

2013 Feb 01	Approved
2018 Feb 28	Reviewed
2019 Nov 26	Reviewed
2023 June 06	Revised
2024 Jan 30	Revised