



JFA
STUDENT REGISTRATION AND ADMISSION

This procedure defines categories of pupils (students) who are eligible for admission to Sunrise School Division schools. This procedure uses the definition of “*resident pupil*” as found in the *Public Schools Act [PSA 250-1(13)]*. Admission of non-resident pupils is covered under the Sunrise School Division procedure JFBA - Schools of Choice.

1. Definition: “Resident Pupil” – [PSA 250-1(13)]

“*Resident pupil*” as used to refer or describe a pupil in a particular school division or school district, means a pupil:

- a. Whose parent or legal guardian, with whom he/she 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 Youth Justice Act (Canada)*, becomes a resident of the school division or school district, but not including a Treaty Indian child unless the child qualifies as a resident pupil under sub-clause (a), (b), or (c), or;
- d. Who is designated in writing by the minister as a resident therein.

2. School-Age Resident Pupil (Age 5-20)

For purposes of the division, “*school-age resident pupil*” means a resident student aged five to 20 years, inclusive; further defined as a resident student who:

- a. Will be at least five years of age; i.e., 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.

3. Pupils under 21 years of age who have completed a high school diploma

- a. A student under 21 years of age who has completed a high school diploma may register for up to a maximum of four approved courses beyond the number of courses



taken by the end of the school year in which graduation occurs. If a resident of the school division, a tuition fee can be charged for additional courses beyond the first four.

- b. Non-residents of the school division will be charged tuition for all courses taken.

4. Pupils 21 years of age or older regardless of whether s/he has a high school diploma

- a. A student 21 years of age or older is eligible to register for courses required for graduation and is eligible to register for a maximum of four approved courses beyond the number required for graduation.
- b. S/he will be charged a tuition fee for all courses taken, whether a resident or not.

Mature Student

A “*mature student*” eligible to obtain a mature student high school diploma under the Senior 1 to Senior 4 Mature Student Graduation Requirements (2003) is one who:

- c. Is 19 years of age or over at the time of enrollment in the school division/district or Adult Learning Centre (ALC) programming directed at completing the mature student graduation requirements, or one who will reach the age of 19 years before the completion of the course(s) in which one is enrolled;
- d. Has been out of school six months or more, and out of school long enough for the class of which one was last a member, to have graduated from senior years; and
- e. Has not obtained a high school diploma.

Students can enroll in a school division/district or ALC for the purpose of obtaining the mature student high school diploma if they are eligible as described above.

5. Adult Learning Centres

Students registered at Sunrise School Division Adult Learning Centres are governed by the policies and procedures in the Provincial Adult Learning Centre guidelines.



6. Non-Supportable Student Categories

A non-supportable student is any non-resident student who does not qualify for provincial education support.

a. International Student (School-Age and Adult)

An international student is an individual seeking enrolment in a divisional school, who has neither Canadian citizenship nor landed immigrant status. Admission to division schools, and fees payable, are governed by Board decision.

b. Exchange Student (School-Age Only)

An exchange student is a foreign student of school age seeking admission to a Sunrise School Division school under the auspices of a sponsoring organization. Admission to division schools, and fees payable, are governed by Manitoba Education regulations and Sunrise School Division procedures.

c. Other Non-Supportable Pupil (School-Age and Adult)

This category includes federally supported students or students who are not legal residents of Manitoba. Admission to division schools is contingent on payment of full fees, either by the individual or by a sponsor.

7. School of Attendance

The school of attendance is determined by program, by school boundaries, and by the number of students enrolled in the various school areas.

8. Completion of Year

By reciprocal agreement with all surrounding divisions, students who commence the school year as resident students within the division will be permitted to remain in attendance for the remainder of the school year, even though their parents re-establish residence in another school division. Registration and admission procedure for the next school year falls under Schools of Choice, Procedure JFBA.



9. Students in Care of Child Welfare Agencies

The placing agency and the school will carry out the roles and responsibilities for school registration as outlined in the “*Guidelines for School Registration of Students in Care of Child Welfare Agencies*” (2002).

10. Withdrawal of Acceptance

Failure to disclose correct residence information to the division will result in the division withdrawing its acceptance of the student.

11. Student Admission

All persons who qualify as a ‘resident pupil’ under *The Public Schools Act* will be permitted to attend division schools without payment of tuition. In addition, persons who do not reside in the division may be admitted under Schools of Choice or Procedure JFBA or by specific action of the Board.

Students must complete a student registration form. A birth certificate, or other proof of legal name and age, proof of residence, and legal guardianship is required at the time of application.

Students moving into the division from other divisions will be required to present evidence of attendance, grade placement, academic achievement and student support services in the previous school.

Resident students will be offered educational services at their local school and at other schools based on the division’s procedures on enrollment, transfer and Schools of Choice. Students who are entering school for the first time (kindergarten or grade one) are encouraged to pre-register in the spring prior to the fall term in which they are to begin attendance.



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Students who apply for admission to division schools on the basis of prior accredited schooling outside of the division will be placed initially in the grade level they have reached as reported by the sending school. The principal will determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the division on the basis of prior non-accredited schooling will be admitted in accordance with school division procedures.

The principal will determine if students are eligible for admission to the school in accordance with divisional procedure JFA. A principal's decision on admission and placement may be appealed to the superintendent or designate.

After enrolling a student, the school official enrolling the student will request those records required by division procedure for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Upon approval, all transfers will remain in effect until a new request has been submitted and approved.

Transfers during the course of a school year will be considered only in exceptional circumstances by the superintendent and the administration of the schools involved.

Parents are responsible for making their own transportation arrangements between attendance areas unless existing bus routes are available to accommodate them.

<i>Cross Reference:</i>		
<i>Date Adopted:</i> August 1, 2017	<i>Date Amended:</i>	<i>Board Motion(s):</i>