


Windsor-Essex Catholic District School Board



Section: Students

POLICY ST: 01
Student Admission -
Elementary and Secondary

NUMBER:	ST: 01
EFFECTIVE:	June 23, 1998
AMENDED:	April 13, 2004 Feb. 27, 2024
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2028-2029

1.0 OBJECTIVE:

- 1.1 To provide direction for the admission of students to Catholic elementary and secondary schools within the jurisdiction of the Windsor-Essex Catholic District School Board (WECDSB).

2.0 DEFINITIONS:

- 2.1 *Adult student* refers to a student 18 years of age or older.
- 2.2 *Education Act* incorporates regulations and all applicable Ministry of Education policy and program memoranda and guidance documents.
- 2.3 *English Separate School Supporter* refers to a Catholic, who is shown as an English-language Separate School board supporter on the school support list, as prepared by the assessment commissioner under section 16 of the Assessment Act and directs their tax support to the separate school system.
- 2.4 *International Students* refers to a fee-paying non-resident student.
- 2.5 *Non-Catholic Student* refers to a student who establishes residency, as per the *Education Act*, within the jurisdiction of the board but where neither the child nor the parent(s)/guardian(s) have been baptized Roman Catholic.
- 2.6 *Non-Resident Student* refers to students who would not qualify as a “resident student”, and includes but is not limited to students from outside Windsor Essex Region within Ontario; students with parents/guardians who reside outside Windsor Essex Region within Ontario; students from outside Ontario; students with parents/guardians who reside outside Ontario; students living on a First Nation, Metis, or Inuit Reserve, or students from outside Canada.
- 2.7 *Open Access* refers to a student who under Provincial legislation has the right to attend a Public or Catholic secondary school, irrespective of their religious affiliation.
- 2.8 *Parent/Guardian* refers to the person having lawful custody of a student, which can include a parent(s) or guardian(s). Reference to parent(s)/guardian(s) does not apply to students who are 18 years or older, or where a student is 16 or 17 years old and has

withdrawn from parental control.

- 2.9 ***Permanent Resident*** refers to someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.
- 2.10 ***Resident Pupil***: A student is entitled to attend a school without fee in a school board's jurisdiction in which they are qualified to be a "resident pupil" in accordance with the *Education Act*. A student becomes a resident pupil if they enroll in a school in their school board's jurisdiction.
- 2.11 ***Roman Catholic*** (Catholic) is defined as a member of the Roman Catholic Church or a member of the Eastern Rite Catholic Church that is in union with the See of Rome (refer to Administrative Procedure PR ST:01 Appendix A).
- 2.12 ***Tuition Fees***: Fees required in return for educational services provided and may be requested from any student who is from another country or whose parent(s)/guardian(s) reside in another province in Canada. Fees are payable in advance of student attendance.

3.0 GUIDING PRINCIPLES:

- 3.1 In keeping with the mission and vision of the Windsor-Essex Catholic District School Board, the Board embraces the opportunities and challenges of providing a learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all students within its jurisdiction.
- 3.2 The Windsor-Essex Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all board policies, programs, guidelines, operations and practices.

4.0 SPECIFIC DIRECTIVES:

General Admission

- 4.1 A student has the right to attend a WECDSB school if the child or one parent/legal guardian is baptised Roman Catholic; and

Subject to the provisions of the *Education Act* and Regulations of the Province of Ontario, a student is eligible if they qualify in each of the following categories: English Separate School Supporter, age requirements and residency status.

The student must also comply with the *Immunization of School Pupils Act*.

Non-eligible students are subject to provisions as outlined in the policy and procedure.

Proof of Roman Catholic Baptismal Certificate

- 4.2 Proof of a Roman Catholic baptismal certificate for the child OR one parent/legal guardian, in union with the See of Rome (refer to Administrative Procedure PR ST:01 Appendix A).

English Separate School Supporter

- 4.3 One Catholic parent/guardian must be eligible to designate separate school support and provide proof of baptism and separate school support within the jurisdiction of the Board through the Application of Direction of School Support form (Assessment form).

Age Requirements:

- 4.4 Students are eligible to be admitted to Kindergarten in September of any school year provided that they reach the age of four or five on, or before, December 31, in that same calendar year.

Students shall be admitted to Grade 1 in September of any school year, provided that they reach the age of six on, or before, December 31, in that same calendar year.

Residency Status

- 4.5 Subject to the specific requirements for elementary and secondary schools as set out in this Policy, a pupil shall be admitted if:
- i) the pupil and the parent(s)/guardian(s) with custodial rights or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control, **reside within** the district or zone of the Board; and
 - ii) the pupil and the parent(s)/guardian(s) with custodial rights or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control is a **Canadian citizen or a permanent resident**.

Secondary Schools

- 4.6 As referenced in the *Education Act* and in accordance with Provincial legislation, non-Catholic secondary students may choose to attend a Catholic secondary school of the Windsor-Essex Catholic District School Board with the understanding that they respect the environment and traditions of Catholic Education.

Adult Students

- 4.7 Adult students will generally be directed to adult and continuing education in accordance with the *Education Act*.

SPECIAL CONSIDERATIONS:

Elementary Schools

- 4.8 Children and/or parent(s)/guardian(s) who are non-Catholic and are not eligible to be an English Separate School Supporter and are unable to direct their tax support to the English Separate School system, but wish to attend a Windsor-Essex Catholic **elementary** school, may upon approval, through the Director's office, attend with the understanding that they respect the environment and traditions of Catholic Education and agree that the child will participate in the Religious Education Curriculum, as well as school-based religious activities and celebrations.

Non-Resident Students

- 4.9 Non-resident students who otherwise meet requirements as set out in the *Education Act* permitting them to attend WECDSB with or without payment of a tuition fee (as applicable) may apply for registration at a WECDSB school in accordance with board procedure, and are subject to space and program availability.

International Students

4.10 The Windsor-Essex Catholic District School Board welcomes international students at the elementary, secondary and adult levels to its schools to help students and educators build the global competencies, knowledge and experiences needed to succeed. An international student may be admitted to a school, subject to the availability of program and space and the payment of fees. Students are referred to the board’s International Education department.

Newcomers to Canada

4.11 Students of families new to Canada shall be referred to the board’s Newcomer Services department to verify their eligibility for admission as resident pupils or non-resident pupils and status as fee-paying or non-fee-paying students in accordance with the *Education Act* and board procedure.

Alternate Forms of Learning

4.12 A student may be excused from attendance at school if they are receiving satisfactory instruction at home or elsewhere (*Education Act*, s. 21(a)). The WECDSB recognizes and is committed to the responsibilities and requirements of school boards set out in relevant Ministry Policy and Program Memoranda (PPM) with respect to alternate forms of learning such as homeschooling, private education, and remote learning including PPM 131: *Home Schooling and Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016* and PPM 164: *Requirements for Remote Learning*.

5.0 RESPONSIBILITY:

5.0 The Director of Education and/or designate shall ensure Administrative Procedures are developed, communicated and consistent with this policy, *Education Act* and Regulations and other relevant legislation.

5.1 School Principals and board administration shall abide by all of the provisions of the board's policy, procedures and regulations in the admission of elementary, secondary and adult students.

6.0 REVIEW AND EVALUATION:

6.1 This policy will be reviewed in the 2028-2029 policy review schedule.

7.0 REFERENCES:

- Ontario Education Act and Regulations
- The Immigration, Refugees and Citizenship Canada
- Immigration and Refugees Protection Act
- Immunization of School Pupils Act - Regulation 645 General R. R. O. 1990
- Assessment Act

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Health Protection and Promotion Act

PPM 131: Home Schooling and Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016.

PPM 164: *Requirements for Remote Learning*.

Ministry of Education Memorandum 2018:SB08 Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status

Ministry of Education: Ontario Schools, Kindergarten to Grade 12 – Policy and Program Requirements, as amended

Ministry of Education: Enrolment register instructions, as amended

Ministry Memorandum 2018:SB08 – Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status

Ministry of Education: Enrolment Register Instructions, as amended per school year

Municipal Freedom of Information and Privacy Act

Board Policy and/or Procedure

A:30 Privacy

A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community

Administrative Procedure PR ST: 01 Student Admission – Elementary and Secondary

Administrative Procedure PR ST: 01A Admission of Student from Out of School Boundary Areas

The Windsor-Essex Catholic District School Board acknowledges the contributions of the Peel District School Board in the development of this policy and accompanying procedure.