

Students will be admitted to Board schools in accordance with the *Education Act* and Ministry of Education Regulations.

The following requirements shall be met to register a student:

- A copy of the student's birth certificate, baptismal certificate or passport must always be provided as proof of age.
- Proof of residency as evidenced by Ownership/Tenant Lease Agreement; Utility Bill or Phone Bill.

1. Catholic Parents:

- All elementary students who have a Catholic parent(s) and who is an elector of the *Catholic District School Board of Eastern Ontario* have a legal right to attend. The right of attendance shall be determined by the parent's proof of eligibility to be an elector of the school board. A copy of the parent's baptismal or confirmation certificate shall be considered proof of right to attend (a copy to be included in the student's Ontario Student Record). Parents are to be encouraged to contact a parish to initiate sacramental procedures should the student not be baptized.

2. Catholic Student and Non-Catholic Parent:

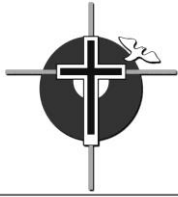
- Children baptized Catholic who are living with a non-Catholic parent or guardian are admitted with a copy of the child's baptismal certificate.

3. Non-Catholic Student & Non-Catholic Parent:

Parents/guardians who are non-Catholic and wish their child to attend a Catholic school will be admitted provided that:

- there is adequate space, and resources
- the parents wish a Catholic education, and
- the parents agree to respect the traditions and teaching of the Catholic school and will allow their child to participate in all programs.

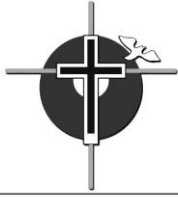
Such admission is guided by the following procedures and subject to yearly review:



- The Principal shall interview the parents to determine to his/her satisfaction that the request is motivated primarily by the desire for an education within a Catholic educational tradition.
- Following the Principal interview, a Form for Request for Admission is signed. This form includes:
 - an agreement of participation of student in full educational program offered by the school, including Religious and Family Life Education
 - an agreement to conduct which demonstrates respect and support of Catholic tradition and values
 - an agreement to allow the student to participate in the liturgical life of the school
 - an agreement that the Form for Request of Admission is filed in the student's Ontario Student Record; and
 - an acceptance of the policies related to School Council.
- The Superintendent of Education will then discuss the Form for Request for Admission with the principal of the school to determine the impact on present and future pupil spaces and staffing and the commitment of the parent to a Catholic education for the child.
- Parent is informed in writing of the decision by the Superintendent.

Notes:

1. School starting age for a child admitted to a Junior Kindergarten class is December 31 of the calendar year in which the child reaches four (4) years of age.
2. School starting age for a child admitted to a Senior Kindergarten class is December 31 of the calendar year in which the child reaches five (5) years of age.
3. It is expected that all siblings of an admitted child will attend schools within the Board.
4. The parent's baptismal certificate or tax receipt indicating Catholic elector shall be copied and filed in the Ontario Student Record (OSR).



**CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO**
www.cdsbeo.on.ca

ADMINISTRATIVE PROCEDURE

B8:1

School Operations - Admission of Students

Page 4 of 4

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Principal Signature: _____

Date: _____

SUPERINTENDENT APPROVAL

Parents/guardians who are non-Catholic and wish their child to attend a Catholic school will be admitted provided that:

- there is adequate space,
- the parents wish a Catholic education, and
- the parents agree to respect the traditions and teaching of the Catholic school and will allow their child to participate in all programs.

Approval is hereby granted for the admission of the above-named pupil in our system.

Superintendent Signature: _____ Date: _____

N.B. The child may be admitted on or after the first day of school in September, once it has been determined that space is available, but should not be enrolled in the classroom register until the approval from the Superintendent has been issued and received by the Principal.

Original filed in Ontario Student Record (OSR)

Copy: Parent and Superintendent of School

Admission of Students – B8:1

October 2018