

AP 336 – Student Registration & School Catchment Areas

Background

The purpose of this administrative procedure is to outline provisions for registration and attendance at catchment schools, non-catchment schools, and district programs/schools.

Procedures

In keeping with Section 74.1 of the School Act and Board Policy 18 - *School Catchment Areas*, it is the school district's responsibility to ensure to the greatest extent possible that each school meets the needs of its catchment population. A school will not enrol out-of-catchment students unless there is sufficient capacity for projected in-catchment students.

1. Registration Priorities

The following priorities are used to determine the acceptance of students in a particular school:

- 1.1 Catchment area students who attended the school during the previous school year;
- 1.2 Siblings of catchment area students who attended the school during the previous year;
- 1.3 New catchment area students;
- 1.4 Re-applying non-catchment area students who live in district, who attended the school during the previous school year;
- 1.5 Siblings of non-catchment students who attended the school the previous year as per 1.4 above;
- 1.6 New non-catchment area students (in-district);
- 1.7 Non-school district students.

2. In Catchment Applications

Any student, whose principal place of residence is within a school's catchment area, is eligible to enrol at that catchment school. Parents or legal guardians will need to demonstrate that the student's principal place of residence is within the catchment area. Proof of residency must be provided as follows:

- 2.1 One primary source: a current mortgage document, rental or lease agreement, property tax notice, property sale agreement, home insurance, utility bill (e.g. electricity, gas), **and in addition**
- 2.2 One secondary source showing this same address and parent's/legal guardian's name on a government document (e.g. such as child tax credit, current income tax assessment, vehicle insurance, current year T4).

If the school's principal is not satisfied that the documentation adequately demonstrates that the stated address is the student's principal place of residence, he/she may request further proof of residence, showing the same address.

The principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place indicated in the enrolment application.

Applicants should note that making a false statutory declaration may constitute the criminal offence of perjury, contrary to section 131 of the Canadian Criminal Code.

Applicants should **also** note that a false statement about the student's principal place of residence **will** result in the school principal repealing the student's placement.

3. Out-of-Catchment Applications

Any student whose principal place of residence is not within the local school boundaries is considered an out-of-catchment student. Out-of-catchment students may only be enrolled if there is sufficient capacity after reserving places for students who move into the catchment during the year, and after considering the applicable class configuration guidelines, available resources, and the school's projected future enrolment. The following procedures will apply:

- 3.1 All out-of-catchment students who have been accepted into a school will be required to reapply for placement on an annual basis.
- 3.2 Students who move out of a school catchment area during a school calendar year will have the option of remaining at their current school until the end of the school year. Those students will be transferred to their new catchment area school for the following September.
- 3.3 New out-of-catchment applications will be placed on a waiting list and reviewed at the end of the first week of school (September).
- 3.4 Where there is significant enrolment pressure in a catchment, the superintendent may entirely close a catchment to non-catchment applications.

4. Registration Periods for Catchment Schools

The following registration timelines will apply:

4.1 First Registration Period (Kindergarten only)

Registration for Kindergarten students will commence the third Monday of January each year, until the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.

4.2 Second Registration Period

Registration applications will be received at the school between February 1st and the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.

4.3 Third Registration Period

Applications received after the end of the first week of the school year will be reviewed as they are received. If space, facilities, and class composition are deemed appropriate, the student will be admitted to the catchment area school. If not, an alternate placement will be made for the remainder of the school year.

5. Registration for District Programs

A District program has the entire district as its catchment, with the exception of elementary French Immersion schools, which have defined catchment areas within the district. The following registration criteria and timelines will apply for these programs:

5.1 French Immersion (Clearbrook, Centennial, Margaret Stenersen, Sandy Hill, Chief Dan George, WJ Mouat)

5.1.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Students with an older sibling in the program will be given priority placement over new applicants. Seats will be assigned on February 1st, via random selection process.

5.1.2 Registration for the Late Immersion Program (grade 6) will commence the third Monday of January until the end of the first week of the following school year (September). Seats will be assigned on February 1st, on a proportional basis by catchment area, via random selection process.

5.2 Abbotsford School of the Integrated Arts (North Poplar, Sumas Mountain)

5.2.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Students with an older sibling in the program will be given priority placement over new applicants. Seats will be assigned on February 1st, on a proportional basis by catchment area, via random selection process.

5.2.2 Registration for all other students (grades 1 to 12) will follow the registration periods outlined above in 4.2. Waitlisted students will be accepted firstly on a proportional basis by catchment area, and thereafter on a first come first served basis.

5.2.3 In addition, students who newly apply for placement into ASIA Sumas Mountain will be accepted based on interest and aptitude in the arts.

5.3 Traditional (King, South Poplar, Abbotsford Traditional Middle, Abbotsford Traditional Secondary)

5.3.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Students with an older

sibling in the program will be given priority placement over new applicants. Seats will be assigned on February 1st, on a proportional basis by catchment area, via random selection process.

5.3.2 Registration for all other students (grades 1 to 12) will follow the registration periods outlined above in 3.1. Waitlisted students will be accepted firstly on a proportional basis by catchment area, and thereafter on a first come first served basis.

5.4 International Baccalaureate (Abbotsford Senior Secondary)

5.4.1 Registration for the International Baccalaureate (IB) Programme will commence on February 1st each year.

5.4.2 To be considered for the programme students must have a minimum cumulative B average and exceptional work habits and behaviour, as attested by the sending principal.

5.4.3 Non-catchment students who are enrolled in the IB programme at grade 9 and 10 must successfully complete a minimum of 3 pre-diploma subjects per year.

5.4.4 Students who enter at grade 11 must successfully complete a minimum of three IB Diploma courses per year.

5.4.5 If there are more qualified applicants than seats, after catchment students have been placed, eligible non-catchment students will be assigned on a proportional basis by catchment area until available seats are filled.

5.5 Sports Academies (Hockey, Soccer, Baseball, Golf)

5.5.1 Applications for all sports academies will commence on February 1st, and seats will be assigned on May 1st, based on the registration priorities listed above.

5.5.2 To be considered for acceptance into any sports academy, students must hold a cumulative B average (Students on IEP and adapted programs will be exempted from this requirement), and must meet or exceed behavioural expectations, as attested by the sending principal.

5.5.3 If there are more qualified applicants than seats students will be assigned on a proportional basis by catchment area until available seats are filled.

5.5.4 Note that for all sports academies, priority will be given to in-district students over out-of-district students.

5.6 Hockey Academy

5.6.1 In addition to the above criteria, in order to be considered for acceptance into the Skill Development Hockey Academy, students must have successfully played at the A1, A2, A3 or House levels. In some cases, an evaluation skate may be used to assess skill level.

5.6.2 Students will be selected for an Elite Hockey Academy Team based on their hockey ability. Regular registration priorities do not apply for this program.

5.7 Soccer Academy

5.7.1 In addition to the above criteria, students must possess rudimentary soccer skills.

5.8 Baseball/Softball Academy

5.8.1 In addition to the above criteria, students must possess rudimentary baseball/softball skills.

5.9 Golf Academy

5.9.1 In addition to the above criteria, students must possess rudimentary golf skills.

6. District Required Transfer (Forced Transfer)

Placement of newly arrived students: where a student moves into a school catchment area but the school does not have room in a class at the student's grade level, the principal or designate will contact the Assistant Superintendent's Office to arrange for a district-required transfer (Board Policy 18.3). The transfer is in effect for the immediate school year. If space becomes available mid-year, students may return to their catchment school. Students will be required to attend their catchment school in the following school year.

6.1 New registration - the catchment school verifies the student address in 'School Locator', welcomes him/her to the district, and will take complete student registration information. When there is no space, the first two pages of the registration form for each child is provided by email to the Assistant Superintendents' Office.

6.2 The Assistant Superintendent's office will consult with the Transportation Department, and options will be investigated for alternate school placement(s) based upon the student's address and any special requirements. Parents and schools are not required to investigate options.

6.3 The available school option(s) will typically be the closest school(s) with appropriate space, and/or the school where bussing can be provided.

6.4 Once confirmed, the catchment school will contact parents to complete the top section of the Transportation Request form including parent signature(s).

6.5 The catchment school forwards the completed request to the Assistant Superintendent's Office for follow up with the Transportation Department, which will contact parent(s) to make arrangements.

6.6 The catchment school will share the registration information with the accepting school, and advise parents to make contact with the school.

Please note:

While every effort is made to arrange a transfer and transportation as soon as possible, parents and students should be advised to allow up to five days for approval and processing.

The forced transfer is in effect for the immediate school year – however, if space becomes available students may opt to return to the catchment school. Catchment schools are to maintain a wait list of these students and confirm with them in June for the following September.

Approved forced transfers may be reviewed by the school principal prior to renewing the following year.

The cost of transportation is covered by the school district for approved transfers.

Appendices [AP 336-1 Student Registration Form](#)
 [AP 336-2 Request for Email Address Consent](#)

[AP 336-3 In-District Non-Catchment Form](#)

[AP 336-4 Out-of-District Non-Catchment Form](#)

Reference [Board Policy 18](#), School Catchment Areas

AP 336-1 School Registration Form

A child may only be registered in one school in the Abbotsford School District. In the case of a family registering with multiple children please use one form per child.

Catchment School _____

Requested/Placed School _____

STUDENT INFORMATION

Sex Male Female

Legal Last Name _____ Legal First Name _____

Usual Last Name _____ Preferred First Name _____

Legal Middle Name _____ No Middle Name

Birth Date _____ (DD/Month/YYYY e.g. 24 May 2005)

Grade _____ Proof of Age Birth Certificate Passport Citizenship Paper

Home Phone _____

ADDRESS INFORMATION

Street Address _____

City _____ Prov. _____ Postal Code _____

Proof of Residence Provided Yes No (*see below)

Mailing Address (if different from above) _____

City _____ Prov. _____ Postal Code _____

* In order for a child to be registered in an Abbotsford school, proof of address must be shown by presenting one of the following legal documents: Mortgage Document, Rental or Lease Agreement, Property Sale Agreement, Property Tax Notice, Home Insurance, Utility Bill. In addition, one or more of the following documents containing the name and address of the parent/guardian is required: Government Document ie. MSP bill, Child Tax Credit, Income Tax Assessment, Vehicle Insurance, most recent T4.

The principal of a school may request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place indicated in this application. Applicants should note that making a false statutory declaration may constitute the criminal offense of perjury, contrary to Section 131 of the Canadian Criminal Code.

ADMISSION INFORMATION

Previous School _____

City & Province _____

Date left previous school _____ Expected start date _____

FOR KINDERGARTEN REGISTRATION ONLY

Attended Preschool Yes No Attended Daycare Yes No Attended StrongStart Yes No

Previous School _____ City/Prov. _____

BUSSING

Is bussing needed Yes No If Yes, please request a school district transportation form.

ABORIGINAL ANCESTRY INFORMATION

Inuit Metis Non-Status Status on Reserve Status off Reserve

Band Name _____ Band Number _____

PROGRAM

French Immersion ELL Special Education *Designation *My child has an IEP

*Was in an Alternate Program (title) _____

IMMIGRATION/CITIZENSHIP STATUS

Country of Birth _____ Language at Home _____

Canadian Citizen Child Parent • Permanent Resident/Landed Immigrant Child Parent
Refugee Child Parent • International Student (funding not eligible) Child Parent
Student Visa Child Parent • Employment Authorization Child Parent

PARENTS/GUARDIANS

1. Last Name _____ First Name _____

Relationship to Student _____

Living with Student Yes No Same Address as Student Yes No

Address _____

Home Phone _____ Cell _____

Work Phone _____ Ext. _____ Email _____

Employed at _____

2. Last Name _____ First Name _____

Relationship to Student _____

Living with Student Yes No Same Address as Student Yes No

Address _____

Home Phone _____ Cell _____

Work Phone _____ Ext. _____ Email _____

Employed at _____

Are there any legal documents in force re: custody/guardianship/access? Yes No

If so, please explain briefly _____

Have you provided a copy of these legal documents to the school? Yes No

SIBLING INFORMATION (brothers/sisters including preschoolers in the same or a different school within the Abbotsford School District)

	Sibling 1	Sibling 2	Sibling 3
Last Name			
First Name			
Relationship			
School			
DOB			
Sex (Male/Female)			

CONTACT INFORMATION (other than parent/guardian)

1. Last Name _____ First Name _____
 Relationship _____ Cell _____
 Home _____ Work _____ Ext. _____

2. Last Name _____ First Name _____
 Relationship _____ Cell _____
 Home _____ Work _____ Ext. _____

OUT OF PROVINCE CONTACT INFORMATION (In case of Provincial disaster)

Last Name _____ First Name _____
 Relationship _____ Cell _____
 Home _____ Work _____ Ext. _____

MEDICAL INFORMATION

Doctor Name _____ Phone _____
 Care Card Number _____
 Allergies and Conditions _____
 Are any of these conditions life threatening? Yes No If so, which? _____
 Life Threatening Conditions/Medication or Treatment Required:
 Condition _____ Treatment _____

(AP 327 – Medical Alert Conditions, AP 328 – Administration of Medication to Students, and AP 330 – Allergic Shock (Anaphylaxis). Copies are available at the school office or on the District website.

Name (printed) _____ Signature (parent/guardian) _____

STUDENT INFORMATION RELEASE

In accordance with the Freedom of Information and Protections of Privacy Act, Abbotsford School District requires consent to use personal information for purposes unrelated to educational programs. Please sign for each item below if you authorize disclosure as described.

1. GRADE 8-12 STUDENTS ONLY

All students participating in secondary athletics in Abbotsford need to be registered with BC School Sports. I authorize disclosure of my child’s name, birthdate, current grade, year my child entered grade 8 and previous school to BC School Sports for registration purposes.

Signature _____

2. COMPUTER AND INTERNET USAGE AND ACCESS

Access to and participation in the global network (Internet) carries with it a responsibility for adherence to established guidelines for acceptable use, as per AP 417 – Information & Communication Services and AP 334 - Social Media. Parents are responsible for ensuring that they fully understand the terms and conditions of the procedures for the safe use of the Internet. The procedure and parental consent form are available at the school office or on the District website. I will review this policy prior to signing my child’s user agreement.

Signature _____

3. CANADA ANTI-SPAM LEGISLATION (CASL) COMPLIANCE FORM

To ensure that you consent to receive electronic newsletters, school and community updates on matters from your children’s school(s) and the school district, please complete the accompanying Canada Anti-Spam Legislation (CASL) Compliance Form.

4. PHOTOGRAPH/VIDEO AND MEDIA CONSENT FORM

To give your consent to the Abbotsford School District to collect, use and publicly disclose your child’s name, voice and/or image for purposes consistent with AP 324, please complete form AP 324-1 Photograph/Video and Media Consent Form.

Parents/Guardians: You can also register for School Cash Online, and have the convenient and secure option of paying for school items using a credit card online, 24/7. You can pay for school items such as trips, club/athletic fees and spirit wear. For online payments please register at <https://abbotsford.schoolcashionline.com> (it takes less than five minutes)

Office Use Only

Date Rec’d _____ Time Rec’d _____

Received By _____ Computer User Agreement Rec’d Yes No

School Entry Date _____ PEN _____ MyBCed# _____

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act and the School Act for the purposes of administering educational services. Questions about the collection of personal information may be directed to the Freedom of Information Coordinator, District Administration Office, 604-859-4891.

AP 336-2 Request for Email Address Consent

Canada's Anti-Spam Legislation ('CASL') came into effect on July 1, 2014. As a result, Abbotsford School District would like to ensure that we have your consent to receive electronic newsletters, school and community updates on matters from your children's school(s) and the school district. There may also be announcements, event invitations, and other electronic messages which may contain advertising or promotions regarding school fundraisers, field trips, the sale of yearbooks, student pictures, uniforms, books, canteen/cafeteria sales, prom or dance tickets, or similar events and offers.

- Yes, I CONSENT to receiving the above communications to my email address which I have provided below, and understand that I can withdraw this consent at any time.

Email Address: _____

- No, I DO NOT CONSENT to receiving the above communications to my email address.

Name: _____

Signature: _____

Date: _____

Your Child(ren)'s name(s): _____

This information will be kept on file at the school your child is attending in Abbotsford School District.

If you have any questions please contact us at:

info@abbyschools.ca

Abbotsford School District,
2790 Tims St,
Abbotsford, BC, V2T 4M7
www.abbyschools.ca

AP 336-3 In-District Non-Catchment Request

Placement Priority No. _____

Registration Priorities:

1. Catchment area students who attended the school during the previous school year;
2. Siblings of catchment area students who attended the school during the previous year;
3. New catchment area students;
4. Re-applying non-catchment area students who live in district, who attended the school during the previous school year;
5. Siblings of non-catchment students who attended the school the previous year as per 4 above;
6. New non-catchment area students (in-district);
7. Non-school district students.

Date and Time Received

(to be completed by Receiving School)

Section A – to be completed by Parent or Guardian (attach copy of student’s most recent report card)

Present School _____ In-Catchment School _____

Student Name _____

Expects to be enrolling in Grade _____ For the School Year _____

Parent/Guardian Name _____ Phone _____

Address _____ Postal Code _____

Non-Catchment Requested School _____

Reason for Request _____

Siblings already in requested school: Yes No

I have read and understand the procedures and conditions available on the district website.

Parent/Guardian Signature _____ Date _____

PARENT/GUARDIAN – If you live in the Abbotsford School District, please take this form to the principal of your Catchment Area school for signature, then take the form to the requested school.

Section B – Catchment Area Principal Acknowledgement (for applicants living in the Abbotsford School District)

Principal’s Signature _____ Date _____

Section C – Receiving Area School

Student Qualified Yes No Space and Program Available Yes No
If yes, Accepted Not Accepted Defer

If not accepted, reason: _____

Principal’s Signature _____ Date _____

AP 336-4 Out of District Request (Board Policy 18)

This form is to be completed by any student who lives outside the Abbotsford District, who is seeking to enroll in a school in Abbotsford. Complete this request form fully and return it to the Abbotsford School District office.

Your request will be considered as per Policy 18 - School Catchment Areas. Seats will be allocated in schools where the projected enrolment does not exceed the school's nominal capacity.

This request will only be processed if your most recent report card is attached.

Name: _____

Current Address: _____

Age: _____ Grade: _____

Name of Parent / Guardian: _____ Phone Number: _____

Name of last School Attended: _____

City of Last School Attended: _____

Name of Counselor or Administrator at last school to be used as contact: _____

Phone Number of Contact: _____

Reason for applying: _____

Preferred Start Date: _____ Parent Signature: _____ Date: _____

Select your School(s) of Choice:

First School Choice: _____

Second School Choice: _____

Third School Choice: _____

Select your District Programs of Choice (if applicable): ('X' your choice below)

- Abbotsford Senior Secondary International Bacculaureate
- Abbotsford Senior Secondary Integrated Studies Program
- Abbotsford Senior Secondary Sport & Human Performance Academy – Soccer
- Abbotsford Senior Secondary – CTC Career Programs
- Abbotsford Middle International Bacclaureate
- Abbotsford Middle Soccer Academy
- Abbotsford School of Integrated Arts – North Poplar
- Abbotsford School of Integrated Arts – Sumas Mtn.
- Abbotsford Traditional Middle School

- Abbotsford Traditional Secondary School
- Auguston Traditional Elementary
- King Traditional Elementary
- Rick Hansen Secondary Studioworks Program
- Robert Bateman Secondary Golf Academy
- Rick Hansen Secondary Aviation Works Program
- South Poplar Traditional Elementary
- Yale Secondary Baseball/Softball Academy
- Yale Secondary Hockey Academy
- W.A. Fraser Middle Hockey Academy

Denied

Approved

_____ Date

_____ Signature of Superintendent