



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Admission to Catholic Schools	206
<i>Directional Policy</i>	
Catholic Education - 200	

Title of Administrative Procedure:

Admission to Catholic Schools

Date Approved:

December 2023

Projected Review Date:

2028

Directional Policy Alignment:

Catholic schools provide Catholic and non-Catholic students the opportunity to learn within the context of the Catholic worldview where faith and reason meet. In this pursuit, all students admitted to Catholic schools draw upon the teachings of the Church and, in doing so, the history of Catholic Education in the province of Ontario.

Alignment with Multi-Year Strategic Plan:

The Admission to Catholic Schools Administrative Procedure embodies our Vision for creating a culture of faith, hope and love to ensure equity and well-being and our Mission to accompany our students as we strive for excellence in Catholic Education. This Administrative Procedure supports the Board's [Strategic Plan: Building a Community that Accompanies](#), as it is rooted in our Inspiring Faith pillar goal to enhance connections between the home, school, parish and community in order to provide outreach and see the face of God in each person we serve.

Moreover, as reflected in [Renewing the Promise, 2018](#) each person in a Catholic school practices accompaniment by helping students realize their own unique story is given greater meaning and purpose in knowing and living the story we share in Christ. Our faith is about an encounter with God — an incredible love story that inspires faith and

joy. This directly ties to our Valuing Relationships pillar goal which cites that we will create an environment in all workplaces that has at its core “the art of accompaniment,” keeping Jesus at the centre of our community as we model ministry, acceptance and love.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Within the context of Catholic Education the promise of a true encounter of Jesus can and does take place, each and every day, within our Catholic schools. Together, we commit to renew that promise as we work together to strengthen our Catholic schools as communities that exemplify, in word and in deed, the Good News of Jesus Christ. We believe by providing excellence in Catholic Education in this region of the province we contribute to the best possible education for all students in this province ([This Moment of Promise](#)) whether they are Catholic or non Catholic. In doing so, however, the distinctive nature of Catholic character and culture that pervades the Catholic school community must be maintained.

1. Admission to Catholic Elementary Schools for Roman Catholic Students

- (a) All elementary school-aged students having the right of attendance will be admitted to the geographically appropriate school under the jurisdiction of the Board. Subject to space availability, enrolment/registrations at a school may be restricted, and it may be necessary to direct a student to another Catholic elementary school within the jurisdiction.
- (b) A student will be admitted by the principal of an elementary school when the parents/guardians submit evidence that a student has the right to attend a Catholic school. Evidence includes the following:
 - (i) a Roman Catholic baptismal certificate for the child or one or both legal parents or guardians;
 - (ii) direction of taxes to the Catholic School Board; principals will ensure that parents/guardians complete the direction of taxation forms if they cannot provide direct evidence at the time of registration;
 - (iii) proof of age of student through Birth Certificate or, if it is not available, through a Roman Catholic Baptismal Certificate.
- (c) A student will be allowed to enrol in Year 1 Kindergarten in September of that calendar year during which the student becomes four years of age.
- (d) A student will be enrolled in Year 2 Kindergarten in September of that calendar year during which the student becomes five years of age.
- (e) Catholic parents/guardians whose children have the right of attendance but whose children have not received the sacrament of Roman Catholic Baptism will

be provided with our Religion and Family Life program information, along with encouragement for Catholic Baptism.

(f) The principal of an elementary school will admit a student who is a ward of the Children's Aid Society where a Roman Catholic Baptismal Certificate is received.

2. Admission to Catholic Elementary Schools of Children of Other Faiths

The principal of an elementary school may, in certain circumstances, admit students of another faith who do not enjoy a statutory right to attend, subject to the provisions of this Administrative Procedure.

(a) This is at the discretion of the principal who will take into account the following considerations when making a decision:

- (i) the enrolment capacity of the school and, in particular, the class(es) to which the child(ren) would be assigned (e.g. primary class size cap).
- (ii) the reasons given by the parents/guardians for their request to register their child(ren) in a Catholic school;
- (iii) the level of support which the parents/guardians can provide to the student to foster the practice of their own faith and the support they are willing to provide in relation to the teachings of the Church presented at school; and
- (iv) the age of the child(ren) and particular grade level(s) involved.

(b) The principal will provide the parents/guardians with information outlining the Religion and Family Life programs which can be found in the information posted on the Board website.

(c) Where a principal has concerns about an admission request, he or she will forward the request to the appropriate Family of Schools Superintendent.

3. Admission to Catholic Secondary Schools

(a) Subject to Board policies regarding transportation and school boundaries, any secondary school-aged student within the Board's jurisdiction may choose to attend a Catholic secondary school [[Education Act](#), Section 42(1)]

(b) All secondary school-aged students and their parents/guardians must accept and recognize the distinctive Catholic character and culture that pervades the Catholic secondary school community and must be willing to support its purpose, goals, and expectations. This includes enrolment in a Religion and Family Life course during each year of secondary school.

4. Admission of Students Out of Designated Boundaries and PVNC Catholic District

To attend a school other than a designated school:

A legal parent/guardian or, a student in the case where a student is 18 years of age or older, may apply to attend a school other than the designated school. If approved by the Family of Schools Superintendent, parents assume the responsibility for transportation of their child to the receiving school.

- General criterion for consideration of these requests by the Superintendent are as follows:
 1. Availability of space
 2. Childcare arrangements
 3. Sibling considerations
 4. Educational program consideration
 5. Compassionate grounds

Application process:

- (a) The parent/guardian will contact the school to discuss the feasibility of a transfer.
- (b) Following discussion, should the parent/guardian wish to proceed with the transfer, he or she will apply in writing to the respective Family of Schools Superintendent stating the rationale for the request for transfer.
- (c) The application will be reviewed by the Family of Schools Superintendent, in consultation with the affected principals.
- (d) The Family of Schools Superintendent will make a determination, in consultation with the principal, regarding the application and admittance to the receiving school.
- (e) The Family of Schools Superintendent will reply in writing to the parent/guardian.
- (f) If the request is denied, the decision is final; there is no appeal process.

Where an approval has been provided by the Family of Schools Superintendent, it is not necessary to make the request annually to attend the receiving Elementary school. The student will be expected to attend the designated geographically appropriate Catholic Secondary School for registration in Grade 9. Should a parent/guardian wish for their child to attend a different Catholic Secondary School, a new Out of Boundary request is required. Administration reserves the right to revoke an out of boundary approval at the end of any school year.

Responsibilities:

The Board of Trustees is responsible for:

- Reviewing this administrative procedure to ensure its alignment with the Catholic Education Directional Policy;

- Reviewing this administrative procedure as part of the regular policy and procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure;
- Reviewing requests for admission to a Catholic school, where the matter has been referred by a principal.
- Ensuring documentation regarding transfer requests and approvals are provided to principals and parents and are appropriately kept for future reference.

Principals and Vice-Principals are responsible for:

- Reviewing requests for admission to a Catholic school in alignment with this Administrative Procedure;
- Ensuring school staff members understand this Administrative Procedure and are requesting the appropriate supporting documentation from parents;
- Meeting with parents/guardians of students of another faith to ensure that they understand the expectations included in this administrative procedure.
- Ensuring the Family of Schools Superintendent is fully aware of any parental concerns or issues that may be contributing to a request to transfer to another school, prior to the decision being made by the superintendent.

Staff are responsible for:

- Reviewing registration documents, including Roman Catholic baptismal certificates, to ensure that students are eligible for admission.
- Filing an Out of Boundary approval in the student's Ontario Student Record file.

Students are responsible for:

- Becoming active participants in the experience of Catholic education.

Parents are responsible for:

- Providing current and accurate documentation to support the registration application;
- Providing proof of Roman Catholic baptism of either the student and/or one of the legal parents or guardians;
- Meeting with the Principal or Vice-Principal when the student is of another faith.

- Accept and recognize the distinctive Catholic character and culture that pervades the Catholic school community and be willing to support its purpose, goals, and expectations.
- Contacting the appropriate principals to discuss criteria and rationale when considering a request to transfer their child from their designated school to another school.
- Submitting a written request for a transfer to another school to the Family of Schools Superintendent.
- Assuming the responsibility for transportation of their child to the receiving school when requesting a transfer from their designated school.

Progress Indicators:

- Students registered in the Board's elementary and secondary schools accept and recognize the distinctive nature of Catholic character and culture that pervades the Catholic school community and are willing to support its purpose, goals, and expectations.
- Students bring the best of themselves to the society in which they live, in fulfillment of the [Ontario Catholic Graduate Expectations](#).
- PVNC Catholic has consistent admission practices and procedures across its schools.

Definitions:

- Legal Guardian - A person who has lawful custody of a child, other than the parent of the child; includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care. Education Act 2006, c. 28, s. 4.
- Roman Catholic Baptismal Certificate - A certificate issued from a Roman Catholic parish which indicates the person has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the Holy See of Rome.
- Right of Attendance - The right of attendance defined in the Education Act means that all elementary school-aged children of parents/guardians who are eligible (Roman Catholic baptismal certificate - parent and/or child) and who direct their taxes in support of a Catholic School Board are eligible to attend a Catholic school.

- Designated School - The designated school is the school which the student would normally be eligible to attend based on residence location.
- Receiving School - The receiving school is the school to which the applicant has requested a transfer, and be enrolled in as an out-of-boundary student.

References:

- [Education Act](#)
- [Catholic Education Directional Policy 200](#)
- [Renewing the Promise: A Pastoral Letter for Catholic Education](#)
- [Transportation Administration Procedure 1301: Student Eligibility](#)