

# ADMISSION AND PLACEMENT OF STUDENTS INTO THE BURNABY SCHOOL SYSTEM

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## PREAMBLE

Under the School Act, the Board has:

1. The duty to provide an educational program for every school-aged student who ordinarily resides in Burnaby;
2. The power to establish school enrolment attendance catchment areas for the purpose of assigning students to specific neighbourhood schools;
3. The authority to place students in specific schools throughout the school district; and
4. The authority to charge fees to international students who are temporarily resident in Burnaby and whose legal guardian is not ordinarily resident in Canada.

## POLICY

**AN EDUCATIONAL PROGRAM WILL BE PROVIDED FOR EVERY SCHOOL AGED STUDENT WHO IS ORDINARILY RESIDENT IN BURNABY.**

**STUDENTS WILL ATTEND THE SCHOOL WITHIN THE DESIGNATED ATTENDANCE AREA WHERE THE STUDENT ORDINARILY RESIDES OR MAKE APPLICATION TO ATTEND ANOTHER SCHOOL OR EDUCATIONAL PROGRAM WITHIN THE DISTRICT.**

**AN EDUCATIONAL PROGRAM MAY BE PROVIDED FOR STUDENTS WHO MEET THE DISTRICT'S ADMISSION ELIGIBILITY REGULATIONS AND WHO RESIDE OUTSIDE OF BURNABY, OR WHO ARE TEMPORARILY RESIDENT IN BURNABY.**

**STUDENT PLACEMENT IS SUBJECT TO THE DISTRICT'S STUDENT ADMISSION AND PLACEMENT REGULATIONS AND PROCEDURES.**

## OBJECTIVES

1. To ensure every student who seeks admission to the Burnaby public school system is treated in a fair and consistent manner.

2. To ensure students have the opportunity to attend their neighbourhood school or the choice to attend another school or educational program within the district providing there is space and the appropriate education program.
3. To ensure registration procedures are in place which verify and update the necessary documentation regarding a student's residency, age, citizenship, guardianship, child care arrangements, academic and health records.
4. To ensure parents/guardians are aware of the process for admission and the timelines for registration.

## **REGULATIONS**

### **GENERAL INFORMATION**

#### Guiding Principles

Student admission and placement in the Burnaby School District is guided by the following principles:

1. **Fairness**  
The admission and placement process should ensure that every student who seeks to attend a Burnaby public school will be treated in a fair and consistent manner.
2. **Access**  
The admission and placement process should maximize access for students to attend their attendance area (neighbourhood) school or closest district program location.
3. **Choice**  
The admission and placement process should maximize the ability of students and parents to choose the school and educational program that best meets the student's educational needs.
4. **Certainty and Stability**  
The admission and placement process should support certainty for students and families by maximizing the ability for siblings to attend the same school concurrently wherever possible, subject to the provisions of the School Act and the wishes of the family. Multiple births (i.e. twins, triplets) applying for the same program at the same location will be treated as a single application.
5. **Continuity**  
The admission and placement process should allow students from outside a school's designated attendance area (cross-district and out-of-district) who have been approved to attend the school, the opportunity to continue to attend the school.
6. **Efficient Resource Allocation**  
The admission and placement process should enable school and district staff to plan the

allocation of space, resources and instructional programs to best accommodate demand and minimize adjustments required throughout the school year.

## Admission Procedures

### 1. Documentation

Students seeking admission into the Burnaby public school system must provide the appropriate documentation in order for the district to determine the student's eligibility to attend public school in Burnaby. Documentation is required to verify the following:

- a. Age - A student is eligible for admission in September of a school year if the student will have attained the age of five years on or before December 31 of that school year. The student is eligible to continue to receive an educational program until June 30 of the school year in which the student reaches the age of 19. Students who have not qualified for a graduation certificate prior to reaching the age of 19 may finish their secondary course requirements through the district's Community & Continuing Education program.
- b. Residency - The location where a student and their parent or legal guardian is "ordinarily resident in the everyday course of living" determines the admission status, attendance area and school the student is expected to attend. Students who are Canadian Citizens or Permanent Residents whose parents do not "ordinarily reside" in Canada may be required to pay tuition fees. The legal guardian must be a Canadian Citizen or Permanent Resident.
- c. Guardianship - Students seeking admission to the Burnaby public school system must be accompanied by their parent or legal guardian. In situations where a legal guardian has been appointed through the court system, appropriate documentation must be provided to satisfy the school district that the student is being registered by their legal guardian, and that the legal guardian and student reside together and are "ordinarily resident" in Burnaby, in the "everyday course of living". School-aged students living independently may be admitted into the school district after review of residency, guardianship authority and "everyday course of living" arrangements.
- d. Citizenship - For Canadian Citizens and Permanent Residents, admission to the Burnaby public school system is determined by the residency, guardianship and age requirements outlined above. The admission of international students to the Burnaby public school system is determined by the school district's International Student Admission Regulations and Procedures.

2. Admission of Out-of-district Students Students seeking to attend a Burnaby school whose parents reside outside the City of Burnaby's boundaries must submit an Out-of-District Admission Application. Acceptance and placement of out-of-district students will be determined by the criteria outlined in Placement in a School, item 3 of these regulations.

3. Admission Review Students who have had their request for admission into the Burnaby public school system denied may request a district review of the decision. Depending upon the outcome of the review, the decision may be appealed to the Burnaby Board of Education

## Availability Of Space In A School

1. The School Act establishes priorities for the placement of students if the Board determines that space and an appropriate educational program are available in a school.
2. The School Act allows for students not ordinarily resident in a school's designated attendance area to apply and be registered in a school if the school has the capacity to provide the applicant with an educational program appropriate to the applicant's needs. The decision to register the student will be made taking into account the school's physical and educational resources, enrolment projections for continuing students including the projected enrolment of new students resident in the school's attendance area, and the space required to accommodate district programs located in the school.
3. The Board delegates to the Superintendent of Schools, or their designate, the authority to determine whether space and facilities are available in individual schools and district programs for purposes of the School Act.
4. School capacity and the availability of space will be determined by the district's Long Range Planning Committee in consultation with the principal of the affected school, and will be based on program capacity with regard to the following factors:
  - a. projected student population in the school's attendance area;
  - b. staffing and resources assigned to a school by the district;
  - c. physical space in which instructional programs operate in the school;
  - d. ability of the school to provide appropriate educational programs for the applicant and other students;
  - e. needs of unique programs developed by the school; and
  - f. needs of district programs located in the school.
5. Once school capacity and availability of space has been determined, the district will declare the school:
  - a. open with a defined number of spaces; or,
  - b. closed for cross-district and out-of-district applicants.

#### Applying For Admission

1. Each school year the Board will establish and publicize the dates and application procedures for students wanting to attend a Burnaby school or district program. The Board may establish different dates for different grades, district programs, schools or categories of applicant.
2. Applications submitted for school placement within the established timelines will be placed in order, subject to the terms outlined in Placement in a School, item 3 of these regulations.
3. Applicants will be notified of the status of their application by the last school day in March.
4. Applications received after the deadlines established will be placed on a school or district program waiting list that will be maintained until September 30 of each school

year, at which point the application process and waitlist will be considered closed.

5. Applicants wanting to attend a district program must meet all program requirements and regulations for the requested program.

### Placement In A School

1. Continuing students will be automatically registered for the next school year at the school they are attending, with the exception of students moving from the elementary school level to the secondary school level. These students will be required to register at the secondary school that serves the attendance area in which the student ordinarily resides. Students wanting to attend a different Burnaby school or district program must make application.
2. New students residing within a school's designated attendance area will be placed at that neighbourhood school subject to the school's ability to provide an appropriate education program.
3. After taking into account the number of continuing students and the number of new attendance area students, applications from new students will be accepted if the requisite space and facilities are determined to be available. Providing application deadlines and other requirements have been met, the following priority order shall be used. This priority order does not apply to district programs such as French Immersion or to students who have been administratively transferred to schools by the Superintendent of Schools.
  - a. Siblings of continuing students in the school, including those in or accepted to district programs, whose residence falls outside the school's attendance area;
  - b. Students who are registered in and attending before and/or after-school childcare at a licensed childcare facility within an elementary school's attendance area;
  - c. Grade 7 students, who attended an elementary school in their attendance area, which straddles the attendance area of TWO secondary schools, will be given priority for grade 8 enrolment in one of those two secondary schools;
  - d. Students not included in item c whose residence falls within the attendance areas of other Burnaby schools (cross-district transfers);
  - e. Students whose residence falls outside the Burnaby School District (out-of-district transfers).
4. In the event of more applicants than program spaces available, the following process will be used to determine the allocation of the available spaces:
  - a. Applications received within the district's established registration timelines will be grouped by priority category as outlined in item 3 of these regulations.
  - b. A lottery method will then be used to determine the order of applicants within each priority category.
  - c. Program spaces will then be allocated according to the order outlined in item 3 of these regulations until all available spaces have been filled.
  - d. Any remaining applicants will be placed in priority order on the district program waiting list. This list will be maintained until September 30 of each school year at

which point the application process and waitlist will be considered closed.

5. Applications received after the district deadlines will be prioritized by application date. Sibling applications that do not meet the district deadlines will be placed after existing on-time sibling applications on the waitlist.
6. Students who become resident in a school's attendance area after the school has established its organization plan for the school year may be required to attend another school. This may occur if the neighbourhood school does not have available space within the grade level, sufficient education program capacity, or appropriate physical resources to accommodate the student. In such cases, the district will place the student in the nearest school with the appropriate education program. Students may return to their attendance area (neighbourhood) school should space become available, or at the start of the next school year.

## **DISTRICT LANGUAGE PROGRAMS**

### Program Locations And Capacity

1. District catchment areas will be established for the purpose of registering students in designated schools housing the district's Early, Late, Secondary French Immersion programs and Mandarin Language Arts program.
2. Enrolment capacity for each District Language program location site will be established by the district prior to the commencement of registration for the next school year.

### Admission and Placement

1. Each year the Board will establish and publicize the dates and application procedures for students wanting to attend the District Language programs.
2. Applications submitted within the established timelines will receive first priority for available space in the program, subject to the terms outlined in items 4 and 5 of these regulations. Applicants will be notified of the status of their applications by the last school day in March.
3. While applicants are expected to apply to the program location within the district catchment area where they reside, applicants may apply for more than one program location. However, an applicant may be registered at only one location. When an applicant is offered and accepts a placement at a specific district program location, applications for all other district program locations become invalid.
4. Applications from new students for available spaces at program locations will be considered in the following order, provided application deadlines and other requirements have been met.

- a. Siblings of continuing District Language program students who are attending the site where the district program is located, and whose residence is within the district's catchment area for that program;
  - b. Students whose residence is within the district's catchment area for that program;
  - c. Siblings of continuing students in the district program whose residence is outside the district's catchment area for that program;
  - d. Students who are registered in and attending before and/or after school childcare at a licensed childcare within the district catchment area for that elementary school program;
  - e. Students whose residence is in Burnaby but outside the district's catchment area for that program;
  - f. Students whose residence is outside of the Burnaby School District.
5. Applications received after the district deadlines will be prioritized by application date and placed at the end of the program wait list.
6. In the event of more applicants than program spaces available, the following process will be used to determine the allocation of the available spaces:
- a. Applications received within the district's established registration timelines will be grouped by priority category as outlined in item 4 of these regulations.
  - b. A lottery method will then be used to determine the order of applicants within each priority category.
  - c. Program spaces will then be allocated according to the order outlined in item 4 of these regulations until all available spaces have been filled.
  - d. Any remaining applicants will be placed in priority order on the district program waiting list. This list will be maintained until September 30 of each school year at which point the application process and waitlist will be considered closed.

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Cross References:  
Statutory: School Act Section 2, 3, 85  
Other: