

ADMINISTRATIVE PROCEDURE #412

ADMISSION AND PLACEMENT OF STUDENTS IN THE BURNABY SCHOOL DISTRICT

BACKGROUND

An educational program will be provided for every school-aged child who is ordinarily resident in Burnaby.

Students will attend the school within the designated catchment 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 requirements and who reside outside of Burnaby. Students who are Temporarily Resident in Burnaby may be provided an educational program provided they meet Ministry of Education and Child Care guidelines.

Students who do not qualify for free education, as per Ministry of Education and Child Care guidelines, will be required to register as International students.

Student placement is subject to the District's student admission and placement requirements and procedures.

PROCEDURES

GENERAL INFORMATION

Admission Procedures

1. Documentation

As per the Ministry of Education and Child Care requirements, students seeking admission into the Burnaby School District must provide the appropriate documentation in order for the District to determine the student's eligibility to attend public school in Burnaby. All documentation requirements, including those for Temporary Residents, Refugee Claimants, and International Students are available on the Burnaby School District's website.

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.

- b. Residency - The location where a student and their parent(s) and/or legal guardian(s) is "ordinarily resident", as per the Ministry of Education and Child Care Policy, determines the admission status, catchment area, and school the student is expected to attend. Students who are Canadian Citizens or Permanent Residents whose parent(s) and/or legal guardian(s) do not "ordinarily reside" in Canada may be required to pay International fees. The legal guardian must be "ordinarily resident" as per Ministry of Education and Child Care requirements. The parent(s) and/or legal guardian(s) and the child must be residing in Burnaby at the time of registration.
 - c. Guardianship - Students seeking admission to the Burnaby School District must be accompanied by their parent(s) and/or or legal guardian(s). In situations where a legal guardian has been appointed through the court system, appropriate documentation must be provided to satisfy the 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 as per Ministry of Education and Child Care Policy. School-aged students living independently may be admitted into the District after review of residency and guardianship authority.
 - d. International Students – The admission of international students to the District is determined by the School District's International Student Admission Regulations and Procedures. These are available on the District's website.
 - e. Temporary Residents/ Refugee Claimants - Students whose parent(s) and/or legal guardian(s) is a temporary resident in Burnaby and has a work permit or study permit that is one year or longer may be eligible during that time for funded education. Children of Refugee Claimants can be provided with a publicly funded education while their claim is being processed.
 - f. As per Burnaby Board Board of Education Policy #19 Sanctuary Schools, all school-age children who are ordinarily resident within the boundaries of the Burnaby School District, including those with precarious immigration status or no immigration status in Canada, are entitled to admission to their catchment school.
2. Admission of Out-of-District students seeking to attend a Burnaby school whose parent(s) and/or guardian(s) 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 these procedures.

Availability of Space in a School

1. The *School Act* establishes priorities for the placement of students if the District 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. School capacity and the availability of space will be determined by District personnel in consultation with the principal of the relevant school, and will be based on capacity with regard to the following factors:

- a. projected student population in the school's catchment 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.
3. Once school capacity and the availability of space has been determined, the District will review the number of applications and accept students where space allows.

Applying for Admission: Out-of-Catchment and Out-of-District Students

1. Each school year, the District will establish and publicize the dates and application procedures for students wanting to attend a Burnaby school or District program who are out-of-catchment or out-of-District. The District may establish different dates for different grades, District programs, schools or categories of applicant. **Information for application to these programs is available on the District's website.**
2. Applications submitted for school placement within the established timelines will be placed in order, as per **Placement in a School** of these procedures.
3. Applicants will be notified of the status of their application by April 15.
4. When an applicant is offered and accepts a placement at a specific school, all other out-of-catchment applications become invalid.
5. Applications received after the deadlines established will be placed on a school or District program waitlist that will be maintained until September 29 of each school year, at which point the application process and waitlist will be considered closed.
6. 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. Students moving from the elementary school level to the secondary school level will be transitioned to the secondary school that serves the catchment area in which the student ordinarily resides. Students wanting to attend a different Burnaby school or District program must make the appropriate application.
2. New students residing within a school's designated catchment area will be placed at that neighbourhood school, subject to space and 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 catchment-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:

- 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 child care at a licensed child care facility within an elementary school's catchment area;
- c. grade 7 students, whose elementary catchment school feeds into two secondary schools will be given priority for grade 8 enrolment in one of those two secondary schools based on their residence;
- d. out-of-catchment transfers whose catchment school has little or no enrolment capacity as determined by the District;
- e. out-of-catchment transfers; then,
- f. out-of-District transfers.

This priority order does not apply to District programs such as French Immersion or to students who have been administratively transferred schools by the Superintendent.

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 above;
 - b. a lottery method will then be used to determine the order of applicants within each priority category;
 - c. spaces will then be allocated according to the order outlined until all available spaces have been filled; then,
 - d. any remaining applicants will be placed in priority order on a waitlist which will be maintained until September 29 of each school year, after such time 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 catchment 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 catchment 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 register in their catchment area school, should space become available, at the start of the next school year.

FRENCH IMMERSION PROGRAMS

Program Locations and Capacity

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.

Admission and Placement

1. Continuing French Immersion students currently in the District will be automatically registered for the next school year at the school they are attending. Students currently in the District moving from the elementary school level to the secondary school level will be transitioned to the French Immersion secondary school that serves the catchment area in which the student ordinarily resides. Students wanting to attend a Burnaby French Immersion school, other than their catchment school, must make out-of-catchment application.
2. Each year the District will establish and publicize the dates and application procedures for students wanting to attend French Immersion programs. **These dates will be available on the Burnaby School District website by October 31.**
3. Applications submitted within the established timelines will receive first priority for available space in the program. Applicants will be notified of the status of their applications by April 15.
4. Applicants should apply to the program location within the District catchment area where they reside, however, applicants may apply for more than one program location. An applicant may be registered at only one location. When an applicant is offered and accepts a placement at a French Immersion program location, applications for all other locations become invalid.
5. 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 French Immersion 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 French Immersion 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 child care at a licensed child care 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; then,
 - f. Students whose residence is outside of Burnaby.
6. Applications received after the District deadlines will be prioritized by application date and placed at the end of the program waitlist.
7. 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 above;
- 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 until all available spaces have been filled; then,
- d. any remaining applicants will be placed in priority order on the District program waitlist, which will be maintained until September 29 of each school year, after such time the application process and waitlist will be considered closed.

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Date Adopted: 1998-09
Date(s) Revised: 1999-01
2002-04
2005-01
2009-04
2016-02
Converted from Policy 5.05: 2025-11

Cross References: [Policy #19 Sanctuary Schools](#)