

As prescribed in [Section 2](#) of the School Act, Boards are required to provide an educational program, free of charge, to any person of school age who is ordinarily resident in British Columbia, and whose parent or legal guardian is ordinarily resident in British Columbia.

Further, the Board shall establish school catchment areas, and review them on an annual basis, to ensure each school has the capacity to accommodate the anticipated enrolment of resident students. Catchment areas shall be determined after due consideration of all relevant factors, including the capacity available in the schools, accessibility of the schools to students, and safety of students going to and from school.

This policy, with respect to resident student registrations and admissions to schools, will endeavour to:

- a. Maximize the number of students able to attend their catchment school;
- b. Support continuity and stability for students;
- c. Provide choice of educational programs to students; and,
- d. Utilize school and district resources in fiscally responsible ways.

The Board delegates to the Superintendent, or designate, the power to assign and re-assign students to specific schools when circumstances warrant and to determine the availability of space and facilities in schools, according to physical space, seats in classrooms as established through class size legislation, and available resources at that site.

The Board may provide admission to fee-paying Out of Province, Out of Country, and/or International Education Program students to School District schools.

Regulation

The following information provides some specific guidelines for this policy:

1. Registration and Placement
 - 1.1 A student is considered a resident if the student is ordinarily resident in the School District and the parent/guardian of the student is ordinarily resident in British Columbia;
 - 1.2 The official School District No.48 registration dates will be announced annually through local media and district websites. Generally, registration officially opens on the Monday of the last week of January and officially closes at the registration deadline of 4:00pm on the first day of school;
 - 1.3 Parents and legal guardians must provide accurate demographic and educational information about their student on a [District Registration Form](#) and district [Transfer Application Form](#). Incorrect information

may result in the student being denied enrolment. It is necessary for the parent or legal guardian to personally attend when registering a student in School District No.48. A legal guardian of a student is defined within the meaning established in the Family Relations Act and is the person who has legal control of the child as designated by a governmental ministry or a Canadian court order issued by a judge. The district cannot accept a parent designating a third person as the student's 'guardian' using a notarized or lawyer's document. The following original documentation must be presented at the time of registration:

- a. Proof of British Columbia residency;
 - b. Student's BC Care Card;
 - c. Student's official Birth Certificate;
 - d. Immunization records;
 - e. Immigration / Citizenship / Permanent Resident documentation, if applicable;
 - f. Student's last Report Card, if available; and,
 - g. Legal guardian, custody or court order document, if applicable.
- 1.4 As per [Section 3\(1\)\(a\)](#) of the School Act, every child must be registered for school by the first day of school in the year where, on or before December 31st of that school year, the child will have reached the age of 5 years. Students are required to participate in an educational program until they reach the age of 16 years;
- 1.5 [Section 3\(2\)](#) of the School Act permits parents/guardians to defer the enrolment of their child in school until the first school day of school in the year where, on or before December 31st of that school year, the child will have reached the age of 6 years;
- 1.6 As per [Regulation 5\(7\)\(b\)](#) of the BC School Act, the Principal is responsible for the placement and programming of students;
- 1.7 Student placements in a grade level will be made according to their year of birth. When a parent or guardian requests a placement in a grade level other than that which corresponds to the student's birth year, the principal will organize a [meaningful consultation](#) process which includes the parent/guardian and the Superintendent or designate prior to making a decision;
- 1.8 As per [Section 74\(4\)\(c\)](#) of the School Act, continuing School District students are not required to apply annually to attend their school of enrolment. Such students will be enrolled automatically in the program or school unless transferred or withdrawn, except for the Sea to Sky Online School where students are required to register for each course individually;

- 1.9 An enrolled student will be removed from the school's register if the student has not returned to school by 12:00 noon on the Friday after school opening in September and their parent or legal guardian has not advised the school of the student's late return;
- 1.10 A student will normally attend the school located in the catchment area within which their parent's or legal guardian's place of residence is located, with exceptions as provided by this policy. School catchment areas are defined by the Board of Education in Appendix 1 of this policy;
- 1.11 The Ministry of Education Statement of Education Policy Order allows for parents in BC to enrol their children in a public school of their choice, provided space and facilities are available. New or existing students in School District No.48 may request a transfer to a school other than their catchment school. A transfer can take place during a school year if there are available seats, or begin in September. For all transfers, the parent/guardian must complete a [Transfer Application Form](#) and that to the office of their catchment area school. If space is available, the student will be placed in their preferred school. Otherwise, transfer applicants will be placed on a waitlist;
- 1.12 [Section 74.1\(6\)](#) of the School Act establishes priorities for student enrolment and allows Boards to create an additional priority order, both of which apply if the Board determines that space and facilities are available in a school. Available seats are to be filled in accordance with the following priorities when students enrol before the registration deadline:
- a. Catchment area students who, in the previous year, attended the school;
 - b. Catchment area students who, in the previous year, were 'placed' by the District in a different school;
 - c. Siblings of catchment area students;
 - d. New catchment area students;
 - e. Siblings of non-catchment area students currently enrolled in the school;
 - f. Out of catchment area students who reside in the School District;
 - g. Out of district students who reside in the province of BC.

As per [Section 74\(7\)](#) of the School Act, once the School District's registration deadline has passed, and students who registered before the deadline have been accommodated, any available seat requests will be filled on a first come, first served basis and the priority list above will not apply;

- 1.13 For all students who registered before the deadline, but who were not accommodated, a waitlist will be maintained. As space becomes

available throughout the year at that school, the students will be offered a placement in priority order and according to the date and time stamp of their application. If the placement is not taken at the time it is offered, the student will be removed from the waitlist;

- 1.14 Catchment area students who registered by the deadline, and who remain on the waitlist for their school after school start-up, will be placed in a nearby school until seats become available in their catchment school. In the event that the student is placed by the district in a school that is still within the School District's established walk limits (4.2 km for K-7 and 4.8 km for 8 - 12), no transportation subsidy will be provided. If the student is placed in a school that is beyond these walk limits, a transportation subsidy will be offered. Additionally, space permitting, the student will be offered a seat in the catchment school organization for the following year. If at any point the offer of a seat in the catchment school is made and then denied by the family, any transportation subsidy and ongoing space notifications will end;
- 1.15 If a student who is enrolled in an alternative or district program (e.g. French Immersion) withdraws during the school year, they will be placed back at their English catchment school. The student may apply to transfer to a school other than their catchment school. For example, they may wish to stay in the out of catchment school they are currently attending for the alternative or district program. Like all transfer requests to out of catchment schools, the student will be placed there if space and facilities are available or waitlisted according to the date and time stamp of their request;
- 1.16 For information related to French Immersion Registration, please refer to [Policy 603 French Immersion](#);
- 1.17 For School District No.48 Programs of Choice, including French Immersion, registration and transfer applications during the school year from one program to another will be considered, space and facilities permitting, up to the Spring Break each year. Following the Spring Break, registrations and transfers to these programs will be accepted for the following school year, in keeping with the priority order established for registrations received prior to the school registration deadline. In some circumstances, where it is determined that the placement of a new registration or transfer does not preempt the existing waitlist for the following year, a student may be placed in the program after Spring Break.

2. Out of District Students

2.1 BC Students

A non-district student, ordinarily resident in BC, wishing to enrol in

School District No.48 must submit a [Student Registration Form](#) and an [Out of District Transfer Form](#) to the requested school in accordance with the requirements of this policy. The Board may refuse to enrol a non-district child under [Section 2\(2\)](#) of the School Act if the child is a student suspended by a Board or to whom a Board has refused to offer an educational program under [Section 85\(2\)](#) of the School Act;

2.2 *Out of Province Students*

Canadian students who do not meet the BC provincial residency requirements of [Section 82](#) of the School Act may be registered and enrolled in a School District No.48 school as outlined in [Policy and Regulation 602.13](#), *Out of Province Students*. Out of Province students are not eligible for provincial funding and therefore are required to pay a fee;

2.3 *Out of Country Students*

A student who does not have Canadian Citizenship or Permanent Resident status but resides in School District No.48 with a parent/legal guardian and wishes to enrol in a district school must be referred to the International Student Program for documentation review. Upon completion of the full registration process a recommendation will be made to the Superintendent of Schools. The same requirement applies if the parent or legal guardian does not have Canadian Citizenship or Permanent Resident status, even if their children do. International student fees may apply;

2.4 *International Student Program*

International students, that is Out of Country Students, who have been invited to attend a district school through the School District No.48 International Education Program will pay a fee and be registered in a Sea to Sky school following the procedures outlined in the International Education [Policy](#) and [Regulation 802.1](#);

2.5 All Out of District students who attended a district school in the previous school year and wish to attend in the subsequent school year are required to submit an [Out of District Transfer Form](#) to their school by June 15th. A new application must be submitted each year;

2.6 An Out of District applicant will not have their application reviewed until September enrolments are confirmed, generally by the second week of September, unless known available space in the school will allow the student to have their enrolment approved in advance of school opening.

Legal References:

School Act Sections 2, 3(1)(a), 3(2), 74(1), 74(4)(c), 74(7), 82, 85(2)Regulation 5(7)(b)

Adopted: January 14, 2004; Reviewed: May 31, 2004; Updated: June 12, 2019

Appendix 1

Squamish Area Schools	Grades	Area where students reside
Brackendale Elementary (BRE)	K-6	<ul style="list-style-type: none"> West of Sea to Sky Highway 99 and north of Lesky's railway crossing Upper Squamish area Cheakamus area
Garibaldi Highlands Elementary (GHE)	K-6	<ul style="list-style-type: none"> Intersection of Skyline and Braemar and up the hill to include all of Garibaldi Highlands development East of Mashiter Creek including Ring Creek development and Quest University development
French Immersion (GHE)	K-6	<ul style="list-style-type: none"> Students from Brackendale and Garibaldi Highlands catchment areas Students in the Mamquam catchment area and living east of Highway 99
Mamquam Elementary (MQE)	K-6	<ul style="list-style-type: none"> East of Sea to Sky Highway 99 from north of Mamquam bridge including Garibaldi Estates to the end of development along Tantalus Road, to the end of Mamquam Road to Mashiter Creek and up Skyline Drive to the intersection of Skyline and Braemar West of Sea to Sky Highway 99 from north of old Mamquam bridge to Lesky's Crossing
Squamish Elementary (SQE)	K-6	<ul style="list-style-type: none"> Furry Creek, Britannia Beach, Klahanie, downtown Squamish area north to old Mamquam bridge and south to Mamquam Blind Channel bridge on Highway 99, including the Stawamus Reserve
French Immersion (SQE)	K-6	<ul style="list-style-type: none"> Students residing in the Stawamus, Valleycliffe and Squamish Elementary catchment areas, Student residing in the Mamquam catchment area and living west of Highway 99
Learning Connections at Stawamus: Cultural Journeys and Learning Expeditions	K-12	<ul style="list-style-type: none"> Open catchment area boundary
Valleycliffe Elementary (VCE)	K-6	<ul style="list-style-type: none"> Valleycliffe area north of Maple Drive inclusive Hospital Hill, Smoke Bluffs areas and the Valleycliffe area south of Maple Drive
Don Ross Middle School (DRM)	7-9	<ul style="list-style-type: none"> Squamish area
French Immersion (DRM)	7-9	<ul style="list-style-type: none"> Squamish area
Howe Sound Secondary (HSS)	10-12	<ul style="list-style-type: none"> Squamish area
French Immersion (HSS)	10-12	<ul style="list-style-type: none"> Squamish area

Whistler Area Schools	Grades	Area where student resides
Myrtle Philip Community (MPE)	K-7	<ul style="list-style-type: none"> On the west side of Highway 99 students from Blueberry and north on the east side of Highway 99, students living north of Spruce Grove
Spring Creek Community (SCE)	K-7	<ul style="list-style-type: none"> On the west side of Highway 99; Westside Road plus students living south of Blueberry On the east side of Highway 99 from Spruce Grove south
French Immersion (SCE)	5-7	<ul style="list-style-type: none"> All of Whistler area (Former Garibaldi town site north to Soo River)
Whistler Secondary (WSS)	8-12	<ul style="list-style-type: none"> All of Whistler area (Former Garibaldi town site north to Soo River)
French Immersion (WSS)	8-12	<ul style="list-style-type: none"> All of Whistler area (Former Garibaldi town site north to Soo River)

Pemberton Area Schools	Grades	Area where student resides
Blackwater Creek Elementary	K-3	<ul style="list-style-type: none"> Students living north of White Creek
Signal Hill Elementary (SHE) English	K-7	<ul style="list-style-type: none"> Pemberton, Mt. Currie, Birken and D'Arcy
SHE French Immersion	5-7	<ul style="list-style-type: none"> Pemberton, Mt. Currie, Birken and D'Arcy
Pemberton Secondary	8-12	<ul style="list-style-type: none"> Pemberton, Mt. Currie, Birken and D'Arcy
French Immersion (PSS)	8-12	<ul style="list-style-type: none"> Pemberton, Mt. Currie, Birken and D'Arcy