

Background

The mandate of the Division is to provide to children of the school Division learning opportunities within the context of the Division's vision, mission, and guiding principles.

The Education Act, 1995 stipulates that every person who has attained the age of six years but has not yet attained the age of twenty-two years has the right to attend a school in a school Division. It also stipulates that students have a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the school Division, or in Board-approved schools or institutions outside the Board's jurisdiction.

The Division may provide programs and services to persons beyond those required by provincial legislation.

The Holy Trinity Catholic School Division exists to provide a Catholic education for children of parents who are members of the Roman Catholic Church. Catholic parents include guardians, legal custodians and parents intending to become Catholic.

Parents residing in an approved attendance area and desiring admission of their children into one of Holy Trinity School Division's schools must meet one of the following criteria:

- a) Baptized in a Catholic Rite of the Roman Catholic Church or be officially enrolled as a Catechumen in a Catholic parish.
 - b) Follow a Christian Tradition and be able to satisfy the Principal that the primary motive for gaining admission is the preference for the Catholic atmosphere and formation unique to the Catholic school, and be willing to complete the necessary documentation indicating their acceptance of the Catholic formation and atmosphere of the school. (See Procedures: Section 3 below)
1. Notwithstanding the above, the Act provides the right for parents, irrespective of religious faith, residing in a city where a public and separate school division have been established, to enrol their children in a **high school** of either school division, provided a declaration of intention is given in writing (to the school board of the appropriate school division) before June 1st in any year to be effective for the next school year.
 2. In the spirit of Truth and Reconciliation, we recognize Indigenous families in their request for admission to a Holy Trinity Catholic School and their intent to receive Catholic faith formation in our faith-based environment.
 3. Only parents who meet the provisions of the Act or the criteria stated above will be allowed to enrol their children in a school within the jurisdiction of the school division.

Procedures

1. Resident Students

- 1.1 The principal is responsible for the admission of students who reside in the attendance area of his/her assigned school.
- 1.2 Requests for admission to schools from students living outside the normal attendance area shall be submitted by the parent for permission of the Director.
- 1.3 In the case of a student requiring special programming, the school attended shall be designated by the Superintendent of Learning.
- 1.4 Resident adults who are or exceed twenty-two years of age may enroll in schools of the Division only with the approval of the Director of Education.

2. Kindergarten and Grade One

- 2.1 Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.
- 2.2 Notwithstanding the above, a child whose birthday falls after December 31 may be admitted if the principal in consultation with the Superintendent of Learning determine the child is mature enough to benefit from the program.
- 2.3 Children who meet Ministry of Education criteria for a student with a designated disability may enter at the discretion of the Superintendent of Learning, a school-based prekindergarten program at the age of three years.
- 2.4 Children who meet the criteria for entrance to a Prekindergarten program may enter at the age of three years.
- 2.5 Children who are six years of age as of December 31 of the school year shall be admitted to grade one.

3. Non-Catholic Children Residing in Holy Trinity Catholic School Division (Admission Policy)

- 3.1 Non-Catholic children whose parents or guardians reside within Holy Trinity RCSSD may be permitted to register providing:
 - 3.1.1 They meet the age and academic requirements for admission.
 - 3.1.2 Their parents or guardians complete the necessary [documentation](#) indicating that their children will participate in the formal religious instruction offered at the school.
 - 3.1.3 Principals shall be satisfied that the primary motive of the parents or guardians in registering their children is the desire to have their children educated in a Catholic school environment.
 - 3.1.4 Principals are to ensure that the parents or guardians receive information with respect to:
 - The reception of Catholic sacraments,
 - The definition of an elector,
 - Candidacy in school board elections,
 - Voting in school board elections,

- Allocation of school taxes.

4. Non-Resident Students

- 4.1 Non-resident Saskatchewan students may be admitted subject to the following conditions:
 - 4.1.1 The student or Saskatchewan school Division wishing to enroll a student in Holy Trinity Catholic School Division makes application for admission to the Superintendent of Learning.
 - 4.1.2 Space is available to accommodate the student.
 - 4.1.3 Tuition fees are charged as outlined in the [Regulations to The Education Act](#).
 - 4.1.4 The non-resident student may be required to pay a tuition fee of 100% of the computed amount including any additional fees for special education services.

5. Exchange students may be admitted subject to the following conditions:

- 5.1 The Director of Education approves the request for admission.

6. Visa students may be admitted subject to the following conditions:

- 6.1 Students request admission in accordance with the requirements and directions outlined on the form [Application for Visa Students](#).
- 6.2 Applications are completely processed and returned to the Director of Education by March 15 for enrolment in September. Applications received after this date shall be considered for enrolment in February.
- 6.3 Appropriate fees are paid when all documentation has been received and the application approved by the Director of Education.

7. Documentation

- 7.1 Principals are required to collect, assess, and record the information required for the admission of students to schools.
- 7.2 It is the responsibility of parents or guardians of students to provide the information required by the principal.

8. Admission of Students with Special Needs

- 8.1. All Students with intensive or complex needs must be referred to the Superintendent of Learning at the Division Office.
- 8.2. Student Services staff will obtain as much information as possible regarding the needs and supports required, and will inform the Superintendent of Learning.
- 8.3. The School will inform the parents/caregivers that they require an interview with the Superintendent of Learning before they can register at a school.
- 8.4. The Superintendent will interview the parents and determine whether they qualify for a Catholic school placement, and if they do, determine the level of support required by the student.

8.5. The Superintendent will determine how soon supports can be put in place and the parents/caregivers will be given permission to register their child at the school determined by the Superintendent.

9. Admission of Students New to Canada

9.1. Upon the arrival of a newcomer requesting a Catholic Education, the School will register the student following proper protocols for Catholic Schools, and inform the Coordinator of Student Services. The Multicultural Office will be contacted for additional support, when needed.

9.2. The Division Office will deploy a student services teacher from the receiving school to assess the student using the [Common Framework of Reference \(CFR\)](#).

9.3. The student will then apply for registration at the school using the documentation provided by the Multicultural Office ensuring that the student's CFR level is entered on the SDS.

9.4. The school will collaborate with the Support Worker in Schools (SWIS) to ensure a smooth settlement for the family.

9.5. The student support services teacher will assess the student's level of competency in Literacy and Mathematics and will have an appropriate learning program in place by two weeks after arrival.

Reference: Sections 2, 85, 87, 109, 110, 141, 142, 145, 156, 169, 171, 173, 175, 186 *The Education Act, 1995*
Section 20 *Education Regulations*
Child and Family Services Act

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