Northeastern Catholic District School Board

STUDENT ENROLMENT

Administrative Procedure: APE004-1

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is a Catholic learning community committed to educating students in faith-focused learning environments so they may become contributing citizens of the world, living out the Gospel message daily. The NCDSB has a mandate to provide Catholic Education to the students registered in its schools, a right recognized by the Ministry of Education. In respect of all applicable regulations of the *Education Act*, the enrolment policies and procedures of the NCDSB are created to support inclusivity while maintaining the unique Catholic nature of our schools.

REFERENCES

Education Act
Joint Protocol for Student Achievement
NCDSB Policy
- E-2 Prevalent Medical Conditions
- E-4 Student Enrolment
- E-5 Special Education
- E-8 Ontario Student Record
- E-21 Indigenous Self-Identification

NCDSB Administrative Procedure
- APE002 Prevalent Medical Conditions
- APE004-2 Supporting English Language Learners
- APE005-3 Toileting for Students

DEFINITIONS

Right of Attendance
As referenced in the *Education Act*, the right of attendance is granted to all elementary school-aged children whose parent(s)/guardian(s) are eligible and who direct their taxes in support of an English Catholic School board.

Compulsory Attendance
Every person who attains the age of six years on or before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years, or graduates with an Ontario Secondary School Diploma.

Age of Admission

To be registered and admitted to Junior Kindergarten, a child must attain the age of 4 years on or before the 31st day of December of that calendar year. A student may attend school until the last school day in June in the year in which they reach 21 years of age.

Immediate Family Member
As described by the Ministry of Education, an immediate family member includes: the student's father, mother, grandfather and grandmother; the student's brothers and sisters and their lawful descendants who are not minors; and the student's uncles and aunts by blood relation and their lawful descendants who are not minors.

Open Access
As referenced in the *Education Act*, open access refers to a student who under Provincial legislation has the right to attend a Public or Catholic district school board secondary school, irrespective of their religious affiliation.

Adult Student
Any student 18 years of age or older.

PROCEDURES

1.0 GENERAL PROVISIONS

1.1 Parents/Guardians/Adult students must complete the *Online Registration Request* to begin the process of student enrolment in an NCDSB school. The *Online Registration Request* is accessible from the NCDSB webpage. The submission of a registration request initiates the enrolment process but does not guarantee admission to a school within our Catholic school board.

1.2 Students shall be enrolled in the grade to which their age corresponds. Should specialized learning situations require alternative grade placements, the Special Education department must be consulted in the admission process. For Kindergarten admission, a student shall be allowed to enrol in Junior Kindergarten in September of the calendar year during which the student becomes four years of age. A student shall be enrolled in Senior Kindergarten in September of the calendar year during which the student becomes five years of age.

1.3 In all cases where a student is not eligible to enrol as a Pupil of the Board to generate funding from the Ministry of Education, tuition fees would apply. Principals must contact the Superintendent's Office to verify the tuition process for such a student. A *Tuition Fee Agreement* form or a *Reciprocal Education Approach Written Notice* form must be completed for each student who requires tuition fees, prior to the confirmation of enrolment. Tuition agreements and/or receipt of fees must be finalized prior to enrolment.

1.4 As outlined in the *Joint Protocol for Student Achievement*, the Principal of an elementary or secondary school shall admit a student who is a Crown Ward or Society Ward. In these

cases, the Family and Child Services Point Person should contact the school to arrange for the student's registration. Where appropriate, the Point Person can, with written consent, delegate this action to the caregiver/foster parent.

1.5 The Principal will communicate admission decisions to parents/guardians within 72 hours of the in-person Admission Meeting. If mandatory documentation has not been provided during the meeting, decision-making timelines will be extended to accommodate the collection of information. For students having the right of attendance, admission will normally be granted if the student can be readily accommodated in the existing school structure. Specialized requirements may delay admission timelines.

1.6 The completed and signed copy of the *Online Registration Request* and the *Student Information Attestation and Eligibility* form**,** along with any custody documentation or student baptismal certificates, shall be filed in the Ontario Student Record.

1.7 Kindergarten students enrolling into school for the first time are expected to be toilet trained, unless there are extenuating medical reasons.

2.0 ADMISSION TO ELEMENTARY SCHOOLS

2.1 Subject to the provisions of the *Education Act*, all elementary school-aged students having the right of attendance shall be admitted to the geographically appropriate school under the jurisdiction of the NCDSB. The right of attendance shall be determined by the Principal by reviewing the parent/guardian Roman Catholic baptismal or confirmation certificate, which shall be considered proof of the right to direct taxes to the English Catholic School Board.

2.2 Principals shall ensure that eligible parent(s)/guardian(s) complete the *MPAC-Application for Direction of School Support* form*.* The completed and signed form must be sent to the board office for submission to MPAC.

2.3 The Principal of an elementary school is empowered to admit students of another faith who do not enjoy a statutory right to attend, subject to the provisions of this administrative procedure. In considering a request for admission, the Principal shall consider the reasons given for the admission request to a Catholic school, the age of the student, and the level of home support that will be provided to the student to nurture faith development in relation to Catholic values and beliefs.

2.4 The Principal reserves the right to deny admission of a public-school supporter under the provisions of the *Education Act*. Where a Principal is planning to deny admission or has other concerns about a particular request, the Principal shall first consult with the Family of Schools Superintendent. If the final decision is to deny the request, the Principal will communicate the decision to the parent(s)/guardian(s).

2.5 If a parent/guardian wishes to have their student transferred between NCDSB elementary schools, they must complete the *Online Registration Request* to initiate the

process, and inform their current school principal. The Principal of the new school must adhere to the enrolment process as detailed in this procedure. If the transfer is approved, school Principals will work collaboratively to ensure the transfer occurs expediently. Transfer requests will typically result in admission, providing the transferring student can be accommodated within the existing structures of the new school. Specialized requirements may delay admission timelines.

2.6 To complete the admission process, the Principal must conduct an in-person Admission Meeting with the parent/guardian and when possible, the student. This meeting will address:

i) A review of all required personal documentation to substantiate proof for enrolment and completion of the *Student Information Attestation and Eligibility* form**.**

ii) If the student is attending an Ontario school for the first time, the Principal shall explain the existence of the Ontario Student Record and have the parent/guardian complete the *Acknowledgement of the Ontario Student Record* form as per policy E-8 Ontario Student Record. This document must be filed in the OSR with the *Online Registration Request* form.

iii) If applicable, completion of the *MPAC Application for Direction of School Support* form.

iv) A review of all information collected in the *Online Registration Request* to ensure accuracy, including at least one Emergency Contact with an operable phone number.

v) If applicable, a confirmation of student baptism. A copy of the student's Catholic Baptismal Certificate shall be retained in the OSR to support sacramental preparation activities.

vi) IPRC/IEP information and special needs of the student.

vii) Student medical conditions and mental health concerns, including any prevalent medical conditions such as Anaphylaxis, Asthma, Diabetes and/or Epilepsy that would require the completion of a *Plan of Care* as per *E-2 Prevalent Medical Conditions.*

viii) Program requirements, including preferred language of instruction when French Immersion programming is offered at the school.

ix) Religious Education programming expectations and faith activity involvement.

x) Previous school enrolment, including consent to contact previous Principals to obtain relevant information.

3.0 ADMISSION TO SECONDARY SCHOOLS

3.1 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 in accordance with Section 42 (1) *Education Act*. All Secondary school-aged students and their parent(s)/guardian(s) 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.

3.2 Students of all faiths are entitled to attend a Catholic Secondary School. The right to attend includes a commitment to reasonable school expectations for behaviour and participation in the life of the school, including the following:

i) All registered students are required to take at least one Religious Education course in each of the four years.

ii) All registered students are expected to participate fully in the prayer and liturgical life of the school, including daily prayer, Masses, retreats and faith formation activities, with a minimum standard of attendance and respectful behaviour during all religious activities.

iii) All teachers in a Catholic Secondary School shall infuse the Ontario Catholic School Graduate Expectations into every course that is being taught.

3.3 For Roman Catholic families, the Principal shall request to review a copy of the parent's/guardian's or adult student's baptismal or confirmation certificate to be considered proof of the right to direct taxes to the Separate School Board. The Principal shall ensure that eligible parent(s)/guardian(s)/adult student(s) complete the *MPAC-Application for Direction of School Support* form. The completed and signed form must be sent to the board office for submission to MPAC.

3.4 Under exceptional circumstance, an 'open access' student may apply to be exempted from taking part in the school's programs or courses of study in religious education and/or faith activities. The right to apply for an exemption does not extend to a Catholic student. Procedures for this process are detailed in provision 5.0 *Religious Education Exemption for Non-Catholic Secondary School Students*.

3.5 In exceptional circumstances, students aged 16 and 17 may elect to remove themselves from the care and control of their parents. To complete the admission process independently, students will need to complete the *Notification of Withdrawal from Parental Control for Students 16 to 17*.

3.6 To complete the admission process, the Principal must conduct an in-person Admission Meeting with the parent/guardian and when possible, the student. This meeting will address:

i) A review of all required personal documentation to substantiate proof for enrolment and completion of the *Student Information Attestation and Eligibility* form.

ii) If the student is attending an Ontario school for the first time, the Principal shall explain the existence of the Ontario Student Record and have the parent/guardian complete the *Acknowledgement of the Ontario Student Record* form as per policy *E-8 Ontario Student Record*. This document must be filed in the OSR with the *Online Registration Request* form.

iii) If applicable, completion of the *MPAC Application for Direction of School Support* form.

iv) A review of all information collected in the *Online Registration Request* to ensure accuracy, including at least one Emergency Contact with an operable phone number.

v) IPRC/IEP information, and special needs of the student, including post-secondary pathways plans.

vi) Student medical conditions and mental health concerns, including any prevalent medical conditions such as Anaphylaxis, Asthma, Diabetes and/or Epilepsy that would require the completion of a Plan of Care as per *E-2 Prevalent Medical Conditions*.

vii) Program requirements, including preferred language of instruction when French Immersion programming is offered at the school.

viii) Religious Education programming expectations and faith activity involvement.

ix) School uniform policy expectations and purchasing methods.

x) Previous school enrolment, including consent to contact previous Principals to obtain relevant information.

4.0 STUDENT INFORMATION ATTESTATION AND ELIGIBILITY FORM

4.1 The Principal shall complete the *Student Information Attestation and Eligibility* form during the registration meeting, for each student registration. The following documentation is required to be shown as proof and the Principal must inspect the documentation to confirm its authenticity. No copies of documentation, other than custody documentation and student baptismal certificates, shall be reproduced or stored by the school.

4.1.1 To verify the legal name and date of birth of the student, the parent/guardian shall produce proof through one of the following documents:

i) Birth Certificate (any province or country)

ii) Statement of Live Birth (Ontario Only)

iii) Baptismal Certificate

iv) Passport (any country)

v) Certificate of Registration of Birth Abroad

Note: A Provincial Health Card is not acceptable documentation for confirmation of legal name and date of birth.

4.1.2 To verify student and parent/guardian residency, the parent/guardian shall produce proof of current address through one of the following documents. The document must be current and include the parent/guardian name.

i) Utility bill

ii) Property tax bill

iii) Landline phone, cable tv, or internet service bill (mobile phone bills are not eligible)

iv) Agreement of purchase of sale (property)

v) Lease/rental agreement

vi) Financial documentation (i.e. credit card, bank, mortgage statement)

Note: An Ontario Driver's License is not acceptable documentation for confirmation of residency.

4.1.3 When the residency review confirms that the residence is on a First Nations reserve, the parent/guardian must complete the *Reciprocal Education Approach Written Notice* form and arrange for the appropriate authority (The Band Council, Tribal Council, Education Authority, or the federal government) to finalize the documentation. Enrolment is dependent upon the receipt of this completed form so that tuition fees can be finalized.

4.1.4 To verify the student's citizenship or proof of entry into Canada, the parent/guardian shall produce proof of eligibility through one of the following documents:

i) Enrolment as Pupil of the Board (Non-fee paying)
- Canadian Birth Certificate (any province)
- Canadian Passport
- Permanent Resident documentation, including approval letters
- Stamped documentation from IRCC confirming Refugee Status
- Parent's Study Permit and Acceptance Letter from a qualified Ontario institution
- Parent's Work Permit and accompanying Student Study Permit
- Exchange Student Agreement
- Diplomat Status/Minister's Permit

ii) Enrolment as Other Pupil (Tuition Fee Required) – For residency on a First Nations reserve only
- Canadian Birth Certificate (any province)
- Canadian Passport

iii) Enrolment as Other Pupil (Tuition Fee Required)
- Student Study Permit for Visa Student
- Visitor Record

4.1.5 To verify custody arrangements, the parent/guardian must provide a copy of the current legal custody agreement, or the Court Order outlining custody arrangements. A copy of the custody documentation will be stored in the OSR. In the absence of an official custody agreement, the Principal shall inform the registrant that both parents are presumed to have equal rights under Ontario law regarding educational enrolment, decision-making, access to school records and communications, and student access while at school.

4.1.6 To verify guardianship arrangements, the parent/guardian must provide a copy of the Ontario Court Order transferring custody from the parent(s)/guardian(s) to an adult resident within Ontario. If there is no Ontario Court Order, and the student's

parents do not reside in Ontario, then all the following criteria must be confirmed for the child to attend school without the payment of a tuition fee:

i) The student is a Canadian citizen or a permanent resident of Canada.
ii) The guardian is a member of the student's immediate family and resides in Ontario in the school board jurisdiction.
iii) The guardian is assuming full responsibility for the care and well-being of the student, and the student is residing with the guardian throughout the custody period.
iv) A written and notarized agreement is in place between the parents of the student and the guardian that confirms all the above, as well as the respective responsibilities of the parents and the guardian.

4.1.7 To verify eligibility for English as a Second Language funding, the parent/guardian shall produce proof of the student's date of entry into Canada. This is only required for students who have entered Canada for the first time within the last four (4) school years and who were born in a country other than Canada, United States, United Kingdom, Ireland, New Zealand and Australia. A date-stamped document must be provided to confirm date of first entry into Canada:

i) Entry date stamped on passport
ii) Immigration document with date stamp
iii) Refugee claimant document with date stamp
iv) Permanent resident card with date of issue

4.1.8 Principals will refer eligible English language learners for additional services as needed and in accordance with the appropriate administrative procedures.

5.0 RELIGIOUS EDUCATION EXEMPTION FOR NON-CATHOLIC SECONDARY SCHOOL STUDENTS

5.1 No requests for exemption from Religious Education Course(s)/faith activities shall be acted upon until the application process has been completed and the exemption has been approved.

5.2 To be considered for an exemption, the student must first be registered at an NCDSB Catholic Secondary School.

5.3 'Open Access' students are eligible for an exemption. Students of Catholic ratepayers are not eligible for an exemption.

5.4 To apply for an exemption, the parent/guardian, or adult student must complete a *Religious Education Exemption Application-Secondary* and submit it directly to the secondary school Principal.

5.5 Upon receipt of a written request, the principal shall respond to the applicant using the *Letter of Acknowledgement from Principal.*

5.6 Should the parent/guardian or adult student elect to engage in a meeting about the religious education exemption request, the Principal would reference the *Discernment Conversation Guidelines* to support the conversation.

5.7 The Principal shall forward each *Religious Education Exemption Application* to the Family of Schools Superintendent who will review the application and determine eligibility for an exemption.

5.8 The Family of Schools Superintendent will communicate the outcome of each application with the Principal. The school Principal will send correspondence to the applicant detailing the results of the application.

6.0 CHANGE OF RESIDENTIAL ADDRESS

6.1 If a change to the student's residential address is required after initial enrolment, the parent/guardian must complete the *Change of Residential Address* form and provide supporting documentation.

6.2 To verify student and parent/guardian residency, the parent/guardian shall produce proof of current address through one of the following documents. The document must be current and include the parent/guardian name.

i) Utility bill
ii) Property tax bill
iii) Landline phone, cable tv, or internet service bill (mobile phone bills are not eligible)
iv) Agreement of purchase of sale (property)
v) Lease agreement

Note: An Ontario Driver's License is not acceptable documentation for confirmation of residency.

6.3 The Principal shall review the residency documentation, complete the attestation, and arrange for the new residential information to be updated in the Student Information System.

6.4 A copy of the *Change of Residential Address* form must be filed in the OSR with the original enrolment documentation.

7.0 RELATED FORMS AND DOCUMENTS

Form: Student Information Attestation and Eligibility
Form: Acknowledgement of Ontario Student Record
Form: Change of Residential Address
Form: Tuition Fee Agreement
Form: Reciprocal Education Approach Written Notice
Form: MPAC Application for Direction of School Support

Form:	Notification of Withdrawal from Parental Control for Students 16 to 17
Form:	Religious Education Exemption Application-Secondary
Document:	The Reciprocal Education Approach – Instructions 2024-2025
Document:	Reciprocal Education Approach – Information for Parents, Guardians, and Students
Document:	Enrolment Register Instructions for Elementary and Secondary Schools (updated annually each September)

Chief Executive Officer: *Tricia Stefanic Weltz*
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383 Birch Street North, Timmins ON P4N 6E8
[T] 705-268-7443 [F] 705-267-3590 [W] www.ncdsb.on.ca