



Commission scolaire English-Montréal
English Montreal School Board

POLICY:	ENROLMENT	CODE: CS-14
Origin:	School Organization – Registration Division	
Authority:	Resolution #12-12-19-16	
Reference(s):	Education Act, s239, s193(6)	

POLICY STATEMENT

The English Montreal School Board is committed to the enrolment of all students eligible for English education in its territory in accordance with the Education Act.

REGISTRATION OF NEW AND CURRENT STUDENTS

Registration of Students Currently Enrolled


1. Students residing within the territory of the English Montreal School Board will be considered as registered each school year unless parents indicate otherwise. However, they shall have to validate existing information concerning place of residence on a form prepared for this purpose.
2. A student residing within the territory of the Board who wishes to continue his/her schooling in a school outside of the Board must obtain, on an annual basis, an inter-board agreement from the English Montreal School Board.
3. A student residing outside the territory of the English Montreal School Board who wishes to continue his/her schooling in a school within the territory of the Board shall be registered once he/she has obtained an inter-board agreement from his/her board of origin.
4. Only those schools subject to Section 240 of the Education Act may use examinations or tests as enrolment criteria.
5. The concept of open boundaries with no transportation and registration on a first-come, first-served basis is maintained for the high school network. Section 240 schools exempted.

Registration of New Pupils at the Pre-School and Elementary Levels

1. All new pupils at all grade levels (Pre-K to 6) are encouraged to enroll at the school in their distinct boundary offering the French program (bilingual or immersion), or at the school in the assigned core program boundary.
2. New pupils shall be registered on a first-come, first-served basis in the following order of priority:
 - a. siblings of pupils already attending the school and who are registered in that school for the following year;
 - b. children residing within the school's distinct boundary;
 - c. children residing within the assigned core program boundary;
 - d. children residing outside the distinct or assigned core program boundary, providing there is room at that grade level;
 - e. students with inter-board agreements shall be registered, providing they do not displace students residing within the EMSB territory.
3. Parents may register their children at other schools not in their distinct or assigned core boundary providing:
 - a. transportation is the parents' responsibility;

Notwithstanding 'a' above, an exception will be made for the siblings of a student presently registered in a school and transportation will be provided.
 - b. a child living within the school's distinct or assigned program boundary is not displaced.
4. Any changes to the enrolment policy will be done in accordance with Section 239 of the Education Act, after consultation with the Central Parents Committee.

The enrolment criteria must be adopted, put into force and sent to each governing board at least fifteen days before the student enrolment period. However, under the authority of the Director General, changes may be made to the procedures in exceptional circumstances.

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Procedure:	Enrolment Policy	CODE: CS-14.P
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Reference(s):	Education Act,, s239, 193(6)	

Objective

Every student, or the student's parents if the student is not of full age, shall have the right to choose, every year, the school that best reflects his/her preference from among the schools of the school board whose jurisdiction the student comes under that provide services to which the student is entitled. The procedure shall be communicated to the parents' committee and the governing boards of each school fifteen days prior to the beginning of the student enrolment week (Education Act, Section 239.) This document shall establish a Board-wide set of procedures for registering new pupils at the elementary level during the English Montreal School Board's official registration week and thereafter.

REGISTRATION WEEK

Registration week shall be from the last week of January to the first week of February.

PROCEDURES

1. Siblings may be registered during the week prior to the annual official registration week, providing they reside in the school's distinct boundary or in the assigned core program boundary.
2. During registration week, new pupils shall be registered on a first-come, first-served basis within the priorities established by the policy.
3. No advance numbering system shall be used. Parents in line-ups shall register on a first-come, first-served basis and their registrations shall be accepted within the priorities established by the Board policy.

4. Schools shall keep a log of registration data to include the names of pupils, date of registration, time of registration, to ensure that a pupil residing within the distinct boundary of the school is given priority during registration week. Exceptional situations (e.g. moving into the school's distinct territory after registration week) shall be reviewed on an individual basis.
5. Registration Procedures When a Grade is Full

If the parent resides within the distinct boundary or assigned core program boundary of the school:

- a. The complete registration should be taken by the school regardless of whether there is space or not.
- b. If there is no space, the parent should be told that at present the class is full but that he/she will be informed as soon as space becomes available.
- c. A student who cannot be enrolled in the school because it is already full shall be temporarily transported to the closest school offering the same educational program with available space, until the end of the current school year.

If the parent lives outside the assigned core program boundary or the distinct boundary of the school:

- a. The Board's registration policy should be explained, i.e., siblings within the school's distinct boundary are registered first then siblings from within the assigned core program boundary are registered; finally, other children may be registered if there is space.
- b. The child's name is placed on a waiting list.
- c. The parent is advised to register the child at the school closest to their residence providing the educational program of their choice.
- d. The parent is told he/she will be contacted at the beginning of the new school year regarding the availability of space and reminded that transportation is not provided.

Particular situations concerning overcrowding involving an individual student shall be considered by the Regional Director. Particular situations concerning overcrowding for classes, shall be considered by the Long Range Planning Committee.

Additional Considerations

1. Derogation

Once a derogation has been approved, a four-year-old child has the same right to Kindergarten education as a child who is five years old by September 30th. Similarly, a five-year-old derogated student entering Grade One has the same right as a six-year-old entering the same grade level.

2. Exceptional Cases (Elementary)

At the elementary level, the following cases shall be reviewed on an individual basis:

- a. Special Education and Medical Condition: New students are generally enrolled at the school closest to their place of residence but another school that can best provide the required support may be recommended.
- b. All other exceptional cases shall be treated on an individual basis.

3. Review or modification - See section (3) of the policy.