 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	ENROLMENT	CODE: CS-14
Origin:	Community Services Department – Registration Division	
Authority:	Resolution #10-01-13-4(b)	
Reference(s):	<i>Education Act</i> , 1988c.84, s239, c96s.75	

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* and those schools offering the IBO program may use examinations or tests as an 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 and the IBO program exempted.

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


1. All new pupils at all grade levels (Pre-K to 6) must enroll at the school closest to their residence offering the program of their choice and within the assigned program boundary.

Notwithstanding paragraph #1 above, all new pupils at all grade levels (Pre-K to 6) for Gerald McShane, Nesbitt and East Hill Schools, as well as St. Gabriel and St. John Bosco Schools, residing in the overlapping program boundaries, can choose to enroll in the school of their choice in their program boundary for the 2010-11 and the 2011-12 school years with transportation.

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 program boundary;
 - d. children residing outside the 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 providing:
 - a. transportation is the parents' responsibility;
 - b. a child living within the program boundary is not displaced.

Notwithstanding Clause – Exception to the general principles of the Enrolment Policy

3. **Notwithstanding the preceding sections of this policy, students registered in the former McLearn School at the time of its closure, June 30, 2007 and their siblings, may register at Dalkeith School or Edward Murphy School and transportation will be provided to either school.**

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PROCEDURE:	ENROLMENT POLICY	CODE: CS-14.P
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PURPOSE

Annually, the Board shall review its enrolment procedures. These 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 FOR THE 2010-11 SCHOOL YEAR

Registration week will be February 1 to February 5, 2010.

PROCEDURES

1. Siblings may be registered during the week prior to the annual official registration week.
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 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 Program Boundary of the School:

- a. The Board's registration policy should be explained, i.e., siblings are registered first, then the children living within the program boundary.
- 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 shall be considered on an individual basis by the Regional Director and for classes 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.