

## **ADMISSION OF NON-RESIDENT STUDENTS**

1. A 'Non-resident student' is defined as any student who does not fall under the specifications determined by the Public Schools Act:  
  
"Resident", as used to refer to or describe a person living in a particular school division or school district, means a person who has their chief place of abode or dwelling in that school division or school district;  
  
"Resident Pupil" as used to refer to or describe a pupil in a particular school division or school district, means a pupil:
  - a. whose parent or legal guardian, with whom they reside, is a resident therein, or
  - b. who has attained the age of 18 years and is a Canadian citizen or permanent resident as defined in the *Immigration and Refugee Protection Act* (Canada) resident therein, or
  - c. who, by reason of being dealt with under any provision of *The Child and Family Services Act* or the *Youth Criminal Justice Act* (Canada), becomes a resident therein, or
  - d. who is designated in writing by the Minister as a resident therein."
2. A registration form for a non-resident must be completed by the student's parent or legal guardian or band authority and be submitted to the Superintendent for approval to attend schools within the Kelsey School Division. Approval will be given or withheld in accordance with the above definition.
3. The request must be accompanied by the first term fees, or a statement from the parent or guardian, or other school authority as to the method of payment. Fees for enrolment of non-residents are determined by the grant formula of the Kelsey School Division.
4. The process used by the Kelsey School Division to collect the required non-resident fees may include:
  - a. A telephone call from the Kelsey School Division office, notifying the parent/guardians of the financial requirements for non-resident students.
  - b. A registered letter sent from the Kelsey School Division office to the parent/guardian if no payment is received or arrangements made after two (2) weeks following contact. This letter will inform the recipient of the financial requirements.
  - c. An attempt will be made to meet with the parent/guardian of the student if no payment is received after a further two (2) weeks.

- d. If none of the above actions result in arrangements on the student's behalf by their parent/guardian, Child and Family Services will be notified. The parent/guardian will be informed of this action.
  - e. Subsequent to the student's enrolment at school, enrolment may be terminated if no payment is received or arrangements made after a further four (4) weeks since the involvement of Child and Family Services.
5. Band sponsoring agreements that are in default will be dealt with by the Kelsey School Division authority.
  6. The student's attendance at school will not be affected until all possible measures on their behalf have been taken by the Kelsey School Division.
  7. **Criteria for Acceptance**  
Non-resident students are admitted to the Kelsey School Division schools as long as:
    - a. space is available in the school in question;
    - b. the student does not require an Individual Educational Plan (I.E.P.), individual additional programming services, or support services which would incur costs to the School Division beyond those normally attributable to the classroom teacher;
    - c. special equipment or physical facilities required by the student is available.  
Should any question arise with respect to determination of additional costs, the Superintendent of Schools/CEO or designate shall make a ruling;
    - d. enrolling the student would not be detrimental to the continuity of their education;
    - e. the program chosen is suited to the age, ability or aptitude of the student;
    - f. enrolling the student would not be detrimental to order, discipline and well-being of the students in the school;
    - g. proper notification is provided by the parent or student (if over age 18).