

## AP 336 – Student Registration & School Catchment Areas

### Background

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The purpose of this administrative procedure is to outline provisions for registration and attendance at catchment schools, non-catchment schools, and district programs/schools.

### Procedures

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In keeping with Section 74.1 of the School Act and Board Policy 18 - *School Catchment Areas*, it is the school district's responsibility to ensure to the greatest extent possible that each school meets the needs of its catchment population. A school will not enrol out-of-catchment students unless there is sufficient capacity for projected in-catchment students.

#### 1. Registration Priorities

The following priorities are used to determine the acceptance of students in a particular school:

- 1.1 Catchment area students who attended the school during the previous school year;
- 1.2 Siblings of catchment area students who attended the school during the previous year;
- 1.3 Grandfathered non-catchment students who were accepted prior to June 2016;
- 1.4 Siblings of grandfathered non-catchment students who were accepted prior to June 2016;
- 1.5 New catchment area students;
- 1.6 Non-catchment area students who attended the school during the previous school year;
- 1.7 New non-catchment area students (in-district);
- 1.8 Non-school district students.

#### 2. In Catchment Applications

Any student, whose principal place of residence is within a school's catchment area, is eligible to enrol at that catchment school. Parents or legal guardians will need to demonstrate that the student's principal place of residence is within the catchment area. Proof of residency must be provided as follows:

- 2.1 One primary source: a current mortgage, rental or lease agreement, property tax notice, property sale agreement, or utility bill (e.g. electricity, gas), **and in addition**
- 2.2 One secondary source showing this same address and parent's/legal guardian's name (e.g. government document, bank statement, or credit card statement).

If the school's principal is not satisfied that the documentation adequately demonstrates that the stated address is the student's principal place of residence, he/she may request further proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place indicated in the enrolment application.

Applicants should note that making a false statutory declaration may constitute the criminal offence of perjury, contrary to section 131 of the Canadian Criminal Code.

Applicants should **also** note that a false statement about the student's principal place of residence **will** result in the school principal repealing the student's placement.

### 3. Out-of-Catchment Applications

Out-of-catchment students may only be enrolled if there is sufficient capacity after reserving places for students who move into the catchment during the year, and after considering the applicable class configuration guidelines, available resources, and the school's projected future enrolment. The following procedures will apply:

- 3.1 Out-of-catchment students who have been accepted into a school will be required to reapply for placement on an annual basis.
- 3.2 New out-of-catchment applications will be placed on a waiting list and reviewed at the end of the first week of school (September).
- 3.3 Where there is significant enrolment pressure in a catchment, the superintendent may entirely close a catchment to non-catchment applications.
- 3.4 The following 'grandfather' provisions will also apply:
  - 3.4.1 Non-catchment students and their siblings who were accepted prior to June 2016, will be permitted to maintain their placements.
  - 3.4.2 Upon transition (at grade 5 and 8), a non-catchment placement will be granted to a grandfathered student provided that he/she will be in simultaneous attendance with an older sibling at the immediate feeder school.
  - 3.4.3 Upon transition (at grade 5 and 8) grandfathered non-catchment students without an older sibling at the immediate feeder school are required to register at their catchment school.

### 4. Registration Periods for Catchment Schools

The following registration timelines will apply:

#### 4.1 First Registration Period (Kindergarten only)

Registration for Kindergarten students will commence the third Monday of January each year, until the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.

#### 4.2 Second Registration Period

Registration applications will be received at the school between February 1<sup>st</sup> and the end of the first week of the following school year (September). Seats will be assigned based on the registration priorities listed above.

#### 4.3 Third Registration Period

Applications received after the end of the first week of the school year will be reviewed as they are received. If space, facilities, and class composition are deemed appropriate, the student will be admitted to the catchment area school. If not, an alternate placement will be made for the remainder of the school year.

### 5. Registration for District Programs

A District program has the entire district as its catchment, with the exception of elementary French Immersion schools, which have defined catchment areas within the district. The following registration criteria and timelines will apply for these programs:

#### 5.1 French Immersion (Clearbrook, Centennial, Margaret Stenersen, Sandy Hill, Chief Dan George, WJ Mouat)

5.1.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Seats will be assigned on February 1st, by immersion catchment area, on a first come first served basis.

5.1.2 Registration for the Late Immersion Program (grade 6) will commence the third Monday of January until the end of the first week of the following school year (September). Seats will be assigned on February 1st, on a proportional basis by catchment area, via random selection process.

#### 5.2 Abbotsford School of the Integrated Arts (North Poplar, Sumas Mountain)

5.2.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Students with an older sibling in the program will be given priority placement over new applicants. Seats will be assigned on February 1st, on a proportional basis by catchment area, via random selection process.

5.2.2 Registration for all other students (grades 1 to 12) will follow the registration periods outlined above in 4.2. Waitlisted students will be accepted firstly on a proportional basis by catchment area, and thereafter on a first come first served basis.

5.2.3 In addition, students who newly apply for placement into ASIA Sumas Mountain will be accepted based on interest and aptitude in the arts.

#### 5.3 Traditional (King, South Poplar, Abbotsford Traditional Middle, Abbotsford Traditional Secondary)

5.3.1 Registration for Kindergarten students will commence the third Monday of January, until the end of the first week of the following school year (September). Students with an older sibling in the program will be given priority placement over new applicants. Seats will be

assigned on February 1st, on a proportional basis by catchment area, via random selection process.

- 5.3.2 Registration for all other students (grades 1 to 12) will follow the registration periods outlined above in 3.1. Waitlisted students will be accepted firstly on a proportional basis by catchment area, and thereafter on a first come first served basis.

#### 5.4 International Baccalaureate (Abbotsford Senior Secondary)

- 5.4.1 Registration for the International Baccalaureate (IB) Programme will commence on February 1st each year.
- 5.4.2 To be considered for the programme students must have a minimum cumulative B average and exceptional work habits and behaviour, as attested by the sending principal.
- 5.4.3 Non-catchment students who are enrolled in the IB programme at grade 9 and 10 must successfully complete a minimum of 3 pre-diploma subjects.
- 5.4.4 Students who enter at grade 11 must successfully complete a minimum of three IB Diploma courses.
- 5.4.5 If there are more qualified applicants than seats, after catchment students have been placed, eligible non-catchment students will be assigned on a proportional basis by catchment area until available seats are filled.

#### 5.5 Sports Academies (Hockey, Soccer, Baseball, Golf)

- 5.5.1 Applications for all sports academies will commence on February 1st, and seats will be assigned on May 1st, based on the registration priorities listed above.
- 5.5.2 To be considered for acceptance into any sports academy, students must hold a cumulative B average (Students on IEP and adapted programs will be exempted from this requirement), and must meet or exceed behavioural expectations, as attested by the sending principal.
- 5.5.3 If there are more qualified applicants than seats students will be assigned on a proportional basis by catchment area until available seats are filled.
- 5.5.4 Note that for all sports academies, priority will be given to in-district students over out-of-district students.

#### 5.6 Hockey Academy

- 5.6.1 In addition to the above criteria, in order to be considered for acceptance into the Skill Development Hockey Academy, students must have successfully played at the A1, A2, A3 or House levels. In some cases, an evaluation skate may be used to assess skill level.
- 5.6.2 Students will be selected for an Elite Hockey Academy Team based on their hockey ability. Regular registration priorities do not apply for this program.

#### 5.7 Soccer Academy

- 5.7.1 In addition to the above criteria, students must possess rudimentary soccer skills.

#### 5.8 Baseball/Softball Academy

- 5.8.1 In addition to the above criteria, students must possess rudimentary baseball/softball skills.

#### 5.9 Golf Academy

- 5.9.1 In addition to the above criteria, students must possess rudimentary golf skills.

## 6. District Required Transfer (Forced Transfer)

Placement of newly arrived students: where a student moves into a school catchment area but the school does not have room in a class at the student's grade level, the principal or designate will contact the Assistant Superintendent's Office to arrange for a district-required transfer (Board Policy 18.3). The transfer is in effect for the immediate school year. If space becomes available mid-year, students may return to their catchment school. Students will be required to attend their catchment school in the following school year.

- 6.1 New registration - the catchment school verifies the student address in 'School Locator', welcomes him/her to the district, and will take complete student registration information. When there is no space, the first two pages of the registration form for each child is provided by email to the Assistant Superintendents' Office.
- 6.2 The Assistant Superintendent's office will consult with the Transportation Department, and options will be investigated for alternate school placement(s) based upon the student's address and any special requirements. Parents and schools are not required to investigate options.
- 6.3 The available school option(s) will typically be the closest school(s) with appropriate space, and/or the school where bussing can be provided.
- 6.4 Once confirmed, the catchment school will contact parents to complete the top section of the Transportation Request form including parent signature(s).
- 6.5 The catchment school forwards the completed request to the Assistant Superintendent's Office for follow up with the Transportation Department, which will contact parent(s) to make arrangements.
- 6.6 The catchment school will share the registration information with the accepting school, and advise parents to make contact with the school.

Appendices     [AP 336-1 Student Registration Form](#)  
                      [AP 336-2 Request for Email Address Consent](#)  
                      [AP 336-3 In-District Non-Catchment Form](#)  
                      [AP 336-4 Out-of-District Non-Catchment Form](#)

Reference        [Board Policy 18](#), School Catchment Areas



## Abbotsford School District AP 336-1 School Registration Form

A child may only be registered in one school in the Abbotsford School District.  
In the case of a family registering with multiple children please use one form per child.

Catchment School \_\_\_\_\_

Requested/Placed School \_\_\_\_\_

### STUDENT INFORMATION

Sex  Male  Female

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Usual Last Name \_\_\_\_\_ Preferred First Name \_\_\_\_\_

Legal Middle Name \_\_\_\_\_  No Middle Name

Birth Date \_\_\_\_\_ (DD/Month/YYYY e.g. 24 May 2005)

Grade \_\_\_\_\_ Proof of Age  Birth Certificate  Passport  Citizenship Paper

Home Phone \_\_\_\_\_

### ADDRESS INFORMATION

Street Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Proof of Residence Provided  Yes  No (\*see below)

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

\* In order for a child to be registered in an Abbotsford school, proof of address must be shown by presenting one of the following legal documents: Mortgage Document, Rental or Lease Agreement, Property Sale Agreement, Property Tax Notice or Utility Bill. In addition, one of the following three documents containing the name and address of the parent/guardian is required: Bank Statement, Credit Card Statement or Government Document (MSP bill).

The principal of a school may request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place indicated in this application. Applicants should note that making a false statutory declaration may constitute the criminal offense of perjury, contrary to Section 131 of the Canadian Criminal Code.

### ADMISSION INFORMATION

Previous School \_\_\_\_\_

City & Province \_\_\_\_\_

Date left previous school \_\_\_\_\_ Expected start date \_\_\_\_\_

**FOR KINDERGARTEN REGISTRATION ONLY**

Attended Preschool  Yes  No      Attended Daycare  Yes  No      Attended StrongStart  Yes  No  
Previous School \_\_\_\_\_ City/Prov. \_\_\_\_\_

**BUSSING**

Is bussing needed  Yes  No      If Yes, please request a school district transportation form.

**ABORIGINAL ANCESTRY INFORMATION**

Inuit       Metis       Non-Status       Status on Reserve       Status off Reserve

Band Name \_\_\_\_\_ Band Number \_\_\_\_\_

**PROGRAM**

French Immersion       ELL       Special Education       \*Designation       \*My child has an IEP

\*Was in an Alternate Program (title) \_\_\_\_\_

**IMMIGRATION/CITIZENSHIP STATUS**

Country of Birth \_\_\_\_\_ Language at Home \_\_\_\_\_

Canadian Citizen  Child  Parent • Permanent Resident/Landed Immigrant  Child  Parent  
Refugee  Child  Parent • International Student (funding not eligible)  Child  Parent  
Student Visa  Child  Parent • Employment Authorization  Child  Parent

**PARENTS/GUARDIANS**

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Living with Student  Yes  No      Same Address as Student  Yes  No

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Employed at \_\_\_\_\_

2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Living with Student  Yes  No      Same Address as Student  Yes  No

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Employed at \_\_\_\_\_

Are there any legal documents in force re: custody/guardianship/access?  Yes  No

If so, please explain briefly \_\_\_\_\_

Have you provided a copy of these legal documents to the school?  Yes  No

**SIBLING INFORMATION** (brothers/sisters including preschoolers in the same or a different school within the Abbotsford School District)

	Sibling 1	Sibling 2	Sibling 3
Last Name			
First Name			
Relationship			
School			
DOB			
Sex (Male/Female)			

**CONTACT INFORMATION** (other than parent/guardian)

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Relationship \_\_\_\_\_ Cell \_\_\_\_\_  
 Home \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Relationship \_\_\_\_\_ Cell \_\_\_\_\_  
 Home \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

**OUT OF PROVINCE CONTACT INFORMATION** (In case of Provincial disaster)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Relationship \_\_\_\_\_ Cell \_\_\_\_\_  
 Home \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

**MEDICAL INFORMATION**

Doctor Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Care Card Number \_\_\_\_\_  
 Allergies and Conditions \_\_\_\_\_  
 Are any of these conditions life threatening?  Yes  No If so, which? \_\_\_\_\_  
 Life Threatening Conditions/Medication or Treatment Required:  
 Condition \_\_\_\_\_ Treatment \_\_\_\_\_

(AP 327 – Medical Alert Conditions, AP 328 – Administration of Medication to Students, and AP 330 – Allergic Shock (Anaphylaxis). Copies are available at the school office or on the District website.

Name (printed) \_\_\_\_\_ Signature (parent/guardian) \_\_\_\_\_



**STUDENT INFORMATION RELEASE**

In accordance with the Freedom of Information and Protections of Privacy Act, Abbotsford School District requires consent to use personal information for purposes unrelated to educational programs. Please sign for each item below if you authorize disclosure as described.

**1. GRADE 8-12 STUDENTS ONLY**

All students participating in secondary athletics in Abbotsford need to be registered with BC School Sports. I authorize disclosure of my child’s name, birthdate, current grade, year my child entered grade 8 and previous school to BC School Sports for registration purposes.

Signature \_\_\_\_\_

**2. COMPUTER AND INTERNET USAGE AND ACCESS**

Access to and participation in the global network (Internet) carries with it a responsibility for adherence to established guidelines for acceptable use, as per AP 417 – Information & Communication Services and AP 334 - Social Media. Parents are responsible for ensuring that they fully understand the terms and conditions of the procedures for the safe use of the Internet. The procedure and parental consent form are available at the school office or on the District website. I will review this policy prior to signing my child’s user agreement.

Signature \_\_\_\_\_

**3. CANADA ANTI-SPAM LEGISLATION (CASL) COMPLIANCE FORM**

To ensure that you consent to receive electronic newsletters, school and community updates on matters from your children’s school(s) and the school district, please complete the accompanying Canada Anti-Spam Legislation (CASL) Compliance Form.

**4. PHOTOGRAPH/VIDEO AND MEDIA CONSENT FORM**

To give your consent to the Abbotsford School District to collect, use and publicly disclose your child’s name, voice and/or image for purposes consistent with AP 324, please complete form AP 324-1 Photograph/Video and Media Consent Form.

**Parents/Guardians: You can also register for School Cash Online, and have the convenient and secure option of paying for school items using a credit card online, 24/7. You can pay for school items such as trips, club/athletic fees and spirit wear. For online payments please register at <https://abbotsford.schoolcashionline.com> (it takes less than five minutes)**

**Office Use Only**

Date Rec’d \_\_\_\_\_ Time Rec’d \_\_\_\_\_

Received By \_\_\_\_\_ Computer User Agreement Rec’d  Yes  No

School Entry Date \_\_\_\_\_ PEN \_\_\_\_\_ MyBCEd# \_\_\_\_\_

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act and the School Act for the purposes of administering educational services. Questions about the collection of personal information may be directed to the Freedom of Information Coordinator, District Administration Office, 604-859-4891.



## AP 336-2 Request for Email Address Consent

Canada's Anti-Spam Legislation ('CASL') came into effect on July 1, 2014. As a result, Abbotsford School District would like to ensure that we have your consent to receive electronic newsletters, school and community updates on matters from your children's school(s) and the school district. There may also be announcements, event invitations, and other electronic messages which may contain advertising or promotions regarding school fundraisers, field trips, the sale of yearbooks, student pictures, uniforms, books, canteen/cafeteria sales, prom or dance tickets, or similar events and offers.

- Yes, I CONSENT to receiving the above communications to my email address which I have provided below, and understand that I can withdraw this consent at any time.

Email Address: \_\_\_\_\_

- No, I DO NOT CONSENT to receiving the above communications to my email address.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your Child(ren)'s name(s): \_\_\_\_\_

This information will be kept on file at the school your child is attending in Abbotsford School District.

If you have any questions please contact us at:

[info@sd34.bc.ca](mailto:info@sd34.bc.ca)

Abbotsford School District,

2790 Tims St,

Abbotsford, BC, V2T 4M7

[www.sd34.bc.ca](http://www.sd34.bc.ca)



# AP 336-3 In-District Non-Catchment Request (Policy 18)

Placement Priority No. \_\_\_\_\_

**Registration Priorities: Policy 18**

1. Continuing in catchment
2. Continuing non-catchment
3. Siblings of continuing students
4. Feeder school students
5. New – in catchment
6. New – non-catchment (in district)
7. New – out of district

Date and Time Received

\_\_\_\_\_  
\_\_\_\_\_

**(to be completed by  
Receiving School)**

**Section A – to be completed by Parent or Guardian (attach copy of student’s most recent report card)**

Present School \_\_\_\_\_ School District No. \_\_\_\_\_

Student Name \_\_\_\_\_

Expects to be enrolling in Grade \_\_\_\_\_ For the School Year \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Non-Catchment Requested School \_\_\_\_\_

Reason for Request \_\_\_\_\_

Siblings already in requested school:  Yes  No

I have read and understand the procedures and conditions available on the district website.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN** – If you live in the Abbotsford School District, please take this form to the principal of your Catchment Area school for signature, then take the form to the requested school.

**Section B – Catchment Area Principal Acknowledgement (for applicants living in the Abbotsford School District)**

\_\_\_\_\_  
\_\_\_\_\_

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section C – Receiving Area School**

Student Qualified  Yes  No

Space and Program Available  Yes  No

If yes,  Accepted  Not Accepted  Defer

If not accepted, reason: \_\_\_\_\_

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_



# AP 336-4 Out of District Request (Board Policy 18)

This form is to be completed by any student who lives outside the Abbotsford District, who is seeking to enroll in a school in Abbotsford. Complete this request form fully and return it to the Abbotsford School District office.

Your request will be considered as per Policy 18 - School Catchment Areas. Seats will be allocated in schools where the projected enrolment does not exceed the school's nominal capacity.

***This request will only be processed if your most recent report card is attached.***

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of last School Attended: \_\_\_\_\_

City of Last School Attended: \_\_\_\_\_

Name of Counselor or Administrator at last school to be used as contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Reason for applying: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Select your School(s) of Choice:

First School Choice: \_\_\_\_\_

Second School Choice: \_\_\_\_\_

Third School Choice: \_\_\_\_\_

Select your District Programs of Choice (if applicable): ('X' your choice below)

- Abbotsford Senior Secondary International Baccalaureate
- Abbotsford Senior Secondary Integrated Studies Program
- Abbotsford Senior Secondary Sport & Human Performance Academy – Soccer
- Abbotsford Senior Secondary – CTC Career Programs
- Abbotsford Middle International Baccalaureate
- Abbotsford Middle Soccer Academy
- Abbotsford School of Integrated Arts – North Poplar
- Abbotsford School of Integrated Arts – Sumas Mtn.
- Abbotsford Traditional Middle School

- Abbotsford Traditional Secondary School
- Auguston Traditional Elementary
- King Traditional Elementary
- Rick Hansen Secondary Studioworks Program
- Robert Bateman Secondary Golf Academy
- Rick Hansen Secondary Aviation Works Program
- South Poplar Traditional Elementary
- Yale Secondary Baseball/Softball Academy
- Yale Secondary Hockey Academy
- W.A. Fraser Middle Hockey Academy

Denied

Approved

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Superintendent