

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>School of Choice Application Process</b>	<b>3.1.3</b>

## Purpose

To establish the application procedure and approval process for students to attend a School of Choice.

## Procedures

### 1. Application Process

#### a. Kindergarten

- i. After receiving the child's birth certificate, parents or legal guardians may complete the appropriate School of Choice Kindergarten Wait List Application Form at Edwin S. Richards Elementary or Hillside Traditional Academy.
- ii. Applications will be placed on one of the following wait lists considering the child's date of birth, the kindergarten intake year, and the date/time of the school's receipt of the application.
  1. Wait list for applicants with siblings in the school, and
  2. Wait list for applicants with no siblings in the school.

#### b. Grades one to six

- i. Parents / legal guardians are to contact Edwin S. Richards Elementary or Hillside Traditional Academy directly to determine the space availability for new students.
- ii. If no space is available, upon request, applicants will be placed on one of the following wait lists for the grade requested, considering the date/time of the school's receipt of the application.
  1. Wait list for applicants with siblings in the school, and
  2. Wait list for applicants with no siblings in the school.

### 2. Approval Process

For the purpose of provincial funding, in accordance with section 82 of the *School Act*, staff will need to verify specific documentation to confirm residency in British Columbia.

#### a. Kindergarten

- i. By December 10<sup>th</sup> each year, applicants on the wait list for the following kindergarten year will be invited to submit a K-12 Student Registration Form. in the following order of priority:
  1. Applicants on the wait list with siblings in the school, in order of receipt of the application,
  2. Applicants on the wait list without siblings in the school, in order of receipt of the application.
- ii. The K-12 Student Registration Form must be received by the school by the **first Friday in January**. If the form is not received by the **first Friday in January**, the space will be offered to the next applicant on the wait list.
- iii. Applicants that are **not accepted** into the School of Choice will be advised prior to kindergarten registration opening for catchment schools, in order to submit a K-12 Student Registration Form to their catchment school. Unless advised otherwise, the School of Choice will continue to keep the applicant on the appropriate wait list to be offered the opportunity to register if a space opens up in the future.

- b. Grades one to six
  - i. If space becomes available, applicants may be accepted into the school in the following order of priority:
    - 1. Applicants on the wait list with siblings in the school in order of receipt of the application,
    - 2. Applicants on the wait list without siblings in the school in order of receipt of the application.
  - ii. If space is available in the current year and there is no wait list, the applicant may be accepted into the school.
  - iii. If accepted into the school, applicants from outside of the Mission Public School system will be required to complete and submit to the school the K-12 Student Registration Form.

**Approved by the Superintendent:      January 2017 (formerly 300-3)**

**Date Amended:                              June 2022**

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[Edwin S. Richards Elementary School of Choice Application Form \(Kindergarten\)](#)  
[Hillside Traditional Academy School of Choice Application Form \(Kindergarten\)](#)  
[Catchment School Student Registration Procedure](#)  
[Residency in British Columbia Procedure](#)  
[K-12 Student Registration Form](#)*