

# Administrative Guidelines



# Administrative Guidelines

representative of the Ministry of Children and Family Development.

A family that does not meet the citizenship, immigration or ordinarily resident requirement may apply, on behalf of the student, to be accepted into the International Student Program.

## Guardianship

Parents/Legal Guardians must present the following documents:

Original documentation that validates the legal status as parental or Canadian Court declared guardianship of the student being registered.

In the case of divorce or separation, legal documents must be presented to validate custody arrangements for the student.

Documentation will be required to verify that a student is being registered with the approval of all custodial parents or legal guardians.

A student who is approved for 'Independent Living Status' will need to present evidence from Ministry of Children and Family Development of this arrangement

## Residency

Parents/Legal Guardians must present the following documents:

For the parent/legal guardian:

For "Richmond Residents" the address where the Legal Parent(s)/Legal Guardian(s) and student is and will continue to be living.

OR

For "Non Richmond Residents" the address in the nearby community where the Legal Parent(s)/Legal Guardian(s) and student is and will continue to be living must:

1. Show either a long-term lease/rental agreement or proof of ownership of a residence (in the case of a purchase of house a purchase agreement with all conditions removed).
2. Documentation to determine 'ordinarily resident' status from the Ministry Policy may also be required. A list of acceptable documentation is available through the Central Registration office and

# Administrative Guidelines

Adopted: 02 December 2002  
Revised: 15 December 2003; 06 December 2010; 18 April 2016



# Administrative Guidelines

space and may not be approved.

A student will normally attend the school located in the catchment area in which their parents or legal guardians reside unless there is no physical, resource or program space available.

A student who cannot be offered enrollment in a catchment school because of a lack of physical, staffing or appropriate program space will be placed at the nearest school that can provide an appropriate educational program.

A student placed in another school by the District due to lack of available space in their catchment school may apply to transfer back to their original catchment school in subsequent school years. Students applying for such a transfer (in accordance with section 5) will receive special priority in Transfer Round One for three school years following the date of their original application to their catchment school. Return to catchment transfers will only be given priority during the first round of transfers, which must be submitted by the annual February deadline for the following school year. Should there be more transfer applicants than available spaces in each grade level, a separate draw will be held for each grade level. Within the three school year transfer period, in cases where a student wishes to continue to apply back to their original catchment

# Administrative Guidelines

There are three transfer periods during the year, each with its own deadlines and priority order for transfers. See below for priority lists:

Second Monday in February until the end of February	March 1 <sup>st</sup> until the second Friday in May	Third Monday in May onward
Transfer decisions communicated to parents by last Friday before spring break	Transfer decisions communicated to parents by second Friday in June	Transfer decisions communicated to parents by the Friday of the first week 3(:)]TJET2(t

Adopted: 02 December 2002

Revised: 15 December 2003; 06 December 2010; 18 April 2016

# Administrative Guidelines

priority order for students applying for transfers after the Round Two May deadline will apply:

Late transfers will not be responded to until the principal has determined whether there is available space in the school.

1. Sibling Richmond Resident Non-Catchment - The sibling of a continuing non-catchment child who will be attending the school and program when the sibling is in attendance.
2. Daycare for Richmond resident elementary age students.
3. A new non-catchment student - A non-catchment child who is applying to the school with extenuating circumstances warranting special consideration.
4. Non-Richmond resident - Any continuing non-Richmond resident student.

## Application to Unique School Programs and Transfers

Parents/Legal Guardians may only apply for a child to be enrolled in a unique school program after the school principal has already approved the initial transfer into the school. Students will only be considered for enrollment in one unique school's program at a time.

## Withdrawal of Approved Transfers







# Administrative Guidelines

determine which applicants will have a reserved space. Applicants are required to provide a second and third choice school, in case their first choice is not available. When an applicant is offered and accepts a placement at a specific Montessori location, applications for all other district program locations become invalid. Applicants will be notified of the status of their applications by the last school day of February.

Applications from new students for available spaces at Montessori locations will be considered in the following order, provided application deadlines and other requirements have been met.

Priority 1: Students with an older sibling who will be attending Montessori within the same school in the same year. Siblings must register following the usual procedures by the stated deadline to be eligible for Priority 1 status. Students enrolled after the deadline will go on a wait list.

Priority 2: Students who reside within the Richmond School District.

Priority 3: Student who reside outside the Richmond School District.

If there are more applicants than available spaces, the following process will be used to determine the allocation of the available spaces:

Applications received within the district's established registration timelines will be grouped by priority category as outlined in 4.5 and 4.6 of these guidelines. A random draw process will then be used to determine the order of applicants within each priority category.

Program spaces will then be allocated according to the order outlined in 4.5 and 4.6 of these guidelines until all available spaces have been filled.

Any remaining applicants will be placed in priority order on the Montessori Program option waiting list. This list will be maintained until September 30 of each school year.

Applications received after the district deadlines will be grouped by priority category as outlined in 4.6 of these guidelines and placed at the end of the district program option wait list.

Catchment areas will be established for the purpose of registering students in the District's Early, Late, and Secondary French Immersion programs.

The District will establish the enrollment capacity for each French Immersion program location site.

Each year, the District will establish and publicize the dates and application procedures for students wanting to attend the Early and Late Immersion French programs.



# Administrative Guidelines

Applications submitted within the established timelines will receive first priority for available space in the program, subject to the terms outlined in guidelines 5.7, 5.8, and 5.9 of these guidelines. Applicants will be notified of the status of their applications by the last school day of February.

Applicants apply to the program location within the French Immersion catchment area where they reside. French Immersion Program applicants are expected to submit their applications to the district's Central Registration Office. Applicants are required to provide a second and third choice school, in case their first choice is not available.

When an applicant is offered and accepts a placement at a specific French Immersion location, applications for all other district program locations become invalid. Applicants will be notified of the status of their applications by the last

# Administrative Guidelines

District Alternate Programs are designed to provide educational services for students whose needs cannot be adequately be provided for in district schools.

With respect to Alternate Programs 1.1, it is the policy of the Board to provide an educational program for all school-age students in the district. As much as possible, students will be placed in regular or special classrooms within the district's schools.

When the provision of special support services (e.g. learning assistance, special classes, and/or educational aides) in the district's schools is unable to provide an environment in which effective learning can take place, the student, in consultation with the family, will be recommended to be placed in one



# Administrative Guidelines

Transportation funding will not be provided for attendance at a District Alternate Program unless deemed necessary by the Board.



# Administrative Guidelines

effectively with the student's school and who will assume all responsibility for supporting the student in the absence of his/her parents so as to absolve the Richmond Board of School Education in these matters.

There is sufficient space in the program as determined by the Superintendent of Schools or designate.

An elementary-aged student may be considered as a fee-paying international student subject to meeting the conditions listed above and additionally, while in attendance at a Richmond school, the student must be living with at least one Parent who resides within the boundaries of the Richmond School District for the duration of the program.

When an applicant meets the conditions noted above to the satisfaction of the school district, and is accepted for admission to Richmond School District, a Letter of Acceptance signed by the Superintendent of Schools or designate,

# Administrative Guidelines

In relation to a school, is the geographical area established under [Section 75.1 of the School Act](#), that defines the boundaries of a school to which a student has first priority to attend, as defined by the district's School Boundary Descriptions.

A person who is (a) of school age, and (b) resident in the catchment area of the school.

A student who was in attendance at the current school or at a designated catchment school for the secondary school during the previous school year.

For purposes of Regulation 501.8-R, the catchment area for a district program is defined to be the City of Richmond, except for French Immersion where designated schools define those areas.

A student is enrolled when Central Registration or the International Program arranges permission for the student to attend and enters the student into the school's computer registration system.

"Feeder" schools and their associated "receiving" schools are identified in the district's established Boundary Descriptions, where the class from the highest grade offered by the feeder school would be enrolled the next year in the designated receiving school unless a transfer application for enrollment is accepted at another school.

A student who is a resident of another country and is not eligible to be declared 'Ordinarily Resident' in B.C. can apply to be a fee-paying student in the Richmond School District.

A catchment student who applies to attend a Richmond school as the result of:

- a) A change in the primary residence of the Parent/Legal Guardian, whether moving into the City of Richmond from another school district, province or country, or moving within the City of Richmond.
- b) Being a first time kindergarten student.
- c) Entering the Richmond School District from home schooling or a private school.



# Administrative Guidelines

A student who is of school age, resident in the school district, and not resident in the catchment area of the school. This does not apply to International students.

A student who is of school age, resident in British Columbia, but not resident in the City of Richmond must apply using the Non-Richmond Resident Application Form.

A student is considered 'ordinarily resident' in British Columbia if the student and the Parent/Legal Guardian of the student are both ordinarily resident in BC. This means that they have established a permanent home where they customarily reside and maintain an ongoing physical presence in the course of everyday living.

For purposes of this Regulation, a student's place of residence is normally deemed to be that of the student's Parent/Legal Guardian on the date of application or registration. A student who is deemed to be 'ordinarily resident' is deemed to be 'funding eligible' and is therefore entitled to free education in B.C. public schools. The Richmond School District has the authority and duty to declare a student as 'ordinarily resident' or not 'ordinarily resident' for the purpose of registration. A student who is 'not ordinarily resident' has the opportunity to apply to the International Program and if accepted must pay fees to attend school.

Adopted: 02 December 2002

Revised: 15 December 2003; 06 December 2010; 18 April 2016



# Administrative Guidelines