

<b>Topic:</b>	<b>Registration and Admission of Pupils</b>
<b>Effective:</b>	<b>September 2017</b>
<b>Cross-Reference:</b>	<b>Education Act (s. 21(1), 33(1), 36(1), 49(1),(7), PPM 136 Immigration and Refugee Protection Act, Section 30(2) Immunization of School Pupils 1990, O. Reg 645</b>
<b>Revision Date:</b>	<b>January 2018</b>
<b>Review Date:</b>	<b>January 2022</b>
<b>Responsibility:</b>	<b>Superintendent of Education</b>

**INTENDED PURPOSE:**

The Halton District School Board (HDSB) is committed to registering all children of compulsory school age including foreign minor children.

**PROCEDURES:**1) Eligibility Requirements

A student has the right to attend a school if he or she qualifies in each of the following categories: age, guardianship, school boundary guidelines, residency status, and immunization and health insurance. Eligible students have the right to be registered in a school at any point during the school year.

(a) Age Requirements

- a. Children may register for junior kindergarten in September of the calendar year in which they turn 4 years of age.
- b. Students are eligible to attend day school until June of the year in which they turn 21 years of age.
- c. An Adult Student is a student who turns 21 years of age by December 31 of the current calendar year.
- d. Acceptable documents establishing proof of age include:
  - i. Birth Certificate
  - ii. Baptismal Record
  - iii. Canadian Passport
  - iv. Canadian Citizenship Card or Certificate
  - v. Record of Landing (IMM 1000)
  - vi. Confirmation of Permanent Residence (IMM 5292)
  - vii. Permanent Residence Card
  - viii. Consideration of Eligibility (IMM 1442)
  - ix. Acknowledgement of Refugee Claim (IMM 1442) or Notice of Decision letter for refugee claimants
  - x. Convention Refugee Determination Division Letter
  - xi. Temporary Resident permit
  - xii. Registered Indian Status
  - xiii. Secure Certificate of Indian Status (SCIS)
  - xiv. *See Appendix A for Detailed Age Requirements*

(b) Guardianship Requirements

- a. The requirement for legal guardianship is necessary to ensure that important school decisions affecting the academic, social, psychological, and physical well-being of a student under 18 years is looked after by a caregiver who is recognized by Ontario law.
- b. Students who are 16 or 17 years of age and who have withdrawn from parental control are not required to show proof of guardianship.

- c. Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither his or her parent nor legal guardian, as a result of family disruption. The principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor progress of those arrangements until completion. The principal may refer exceptional cases to the area Superintendent of Education for decision.
  - d. Where a child has a legal guardian, the address of the legal guardian is the principle address used for school admission purposes.
  - e. *See Appendix B for Detailed Guardianship Requirements*
- (c) School Boundary Requirements
- a. Students who wish to attend a school other than their home school must follow the HDSB Optional Attendance policy.
  - b. Proof of address may be obtained from any two of the following (current) documents: lease or deed, car registration, utility bill, residential telephone bill, moving bill, property tax bill, bank statement, credit card statement, correspondence with a government agency.
  - c. *See Appendix C for School Boundary Requirements*
- (d) Residency Status Requirements
- a. A student who is a Canadian citizen, permanent resident or refugee claimant may register at a local school.
  - b. Students who are not Canadian citizens nor permanent residents are required to provide documentation verifying their residency status in Canada.
  - c. There are cases in which students living in Canada who request admission to an HDSB school have no documents verifying their legal residency status in Canada. Students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities (The *Education Act*, s.49(1), PPM 136.
  - d. Under the *Immigration and Refugee Protection Act*, s. 30(2) “every minor child in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level.” There are four classes of temporary residents – students, visitors, workers, and holders of temporary resident permits (TRP). Members of these classes are authorized to study, work, or visit Canada – holders of TRPs must also have either a study permit (SP) or a work permit (WP) if one is required to work or study in Canada. Most foreign nationals in Canada who are minor children are EXEMPT from the requirement for the student authorization to study at the elementary and secondary level.
  - e. *See Appendix D for Detailed Residency Status Requirements*
- (e) Immunization and Health Insurance Requirements
- a. *The Immunization of School Pupils Act, 1990* allows schools to collect immunization information for Halton Public health when students are admitted to school. However, Halton DSB schools no longer collect immunization information. Halton Public Health has the authority to direct the school to suspend the student until such information is obtained.
  - b. It is highly recommended that all students have medical health insurance, either through the Ontario Health Insurance Plan, Interim Federal Health Benefits or through a private company. However, no student may be denied admission to school if she or he does not have medical health coverage.
  - c. *A permanent resident is not covered by OHIP for 90 days from the date that they have obtained the Confirmation of Permanent Residence (IMM 5292). Applicants for Landing within Canada receive OHIP coverage once their application has been approved in principle.*

(f) Tax Support

Parents registering students in HDSB schools are encouraged to declare their Tax Support towards the Public School system.

- a. All parents are encouraged to declare Public School Tax Support (Please also indicate on registration form)
- b. By ensuring you are a registered public school supporter you are protecting and preserving public education in Ontario; You have the opportunity to elect your school board trustees; You are ensuring that your school board's assessment base is up-to-date which is a public record of support for public schools.
- c. To declare your support for public schools check your property tax bill or check with your landlord. If you need to change your tax support visit [www.voterlookup.ca](http://www.voterlookup.ca) or call 1-866-296-6722.

2) Admission of Students New to Canada

- a) Schools should directly register students new to Canada who are Canadian citizens, or permanent residents for whom English is the first language. All other students new to Canada must be referred to the Welcome Centre to verify their eligibility for admission as fee-paying or non fee-paying students and registration, where applicable. Students will be registered at the Welcome Centre and confirmation of registration form will be given to the student to present at their home school.
- b) Students new to Canada, who are living in the community without immigration status, are entitled to admission to school as per this administrative procedure. These students and their parents/guardians are to be referred to the Welcome Centre prior to enrolment for consideration of their request for admission and registration. Students will be registered at the Welcome Centre and confirmation of registration form will be given to the student to present at their home school.
- c) Study Permits and Visitor Records: If a student wishes to register at a school directly with a Study Permit or a Visitor Record document from Citizenship and Immigration Canada, schools should direct the student to the Welcome Centre as the student may need to pay school fees.
- d) Any child coming to Canada, with or without a parent, should have applied and received a study permit. Notwithstanding, once in Canada, they are not required to have a permit in order to be admitted as a student. Study permits are not required for Junior/Senior Kindergarten students or any program of study less than six months. Refugee and refugee claimants are exempt from fees and do not require a study permit.

All relevant registration documents must be presented to the school to show proof of age, guardianship, residency, and residency status. Note, the only documents that are photocopied and placed in the OSR are records of legal guardianship. All other documents are verified during the registration process, and are subject to privacy laws. The Verification of Documentation for Registration must be complete and stored in the OSR when documents noted on this form are used during the registration process.

**Appendix A: Detailed Age Requirements****AGE: Detailed Requirements**

According to the Education Act, Part II, Sec 21(1) students who fall into the age categories listed below are eligible and/or required to attend school.

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>
<p>Children may register to attend school in September of the year in which they turn 4 years (JK) or 5 years (SK)</p> <p>A hearing-impaired child who has attained the age of 2 years may be admitted to a special education program for the hearing impaired (<i>Education Act, Reg. 298, s.30</i>)</p>	<p>Any one of:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Baptismal Record</li> <li>• Canadian Passport Citizenship Card</li> <li>• Record of landing (IMM 1000)</li> <li>• Refugee Claimant Form (IMM1442)</li> <li>• Confirmation of Permanent Residence</li> <li>• Permanent Residence card</li> <li>• Consideration of Eligibility (IMM 1442)</li> <li>• acknowledgement of Refugee Claim (IMM 1442)</li> <li>• HDSB School Admission Letter</li> </ul>	<p>If a student turns 4 years old after school has started in September and up to December 31<sup>st</sup> of that calendar year, the child is eligible to attend school in that academic year.</p> <p>Documents are verified on the registration form and NO COPIES are made.</p> <p>Register student in home school and contact the Superintendent of Student Services for placement in a Special Education program.</p>
<p>A person who attains the age of 6 years on or before the first day of school in September of any year, must attend school until the student reaches the age of 18 years. <i>Education Act, part II, Section 21.1.a</i></p>	<p>See above</p>	<p>If a student turns 6 years on or before the first day of school in September in that year, he/she must attend school in that school year.</p> <p>If a student turns 6 years after school has started in September, he/she is eligible to attend school in that academic year, but may delay registration until the following September.</p>
<p>Students are eligible to attend school as adolescents until June of the year in which they turn 21 years. <i>Education Act, Part II, Section 33</i></p>	<p>See above</p>	<p>Students who turn 21 years of age in their graduating year be allowed to continue to their final year. These students are allowed to continue in their present school and may not be redirected to an adult day credit program.</p> <p>There are several designated mixed adolescent-adult schools in HDSB in which students who are over the age of 21 years are allowed to register. Gary Allan High School programs are onsite at several high schools.</p>

**Appendix B: Detailed Guardianship Requirements****GUARDIANSHIP: Detailed Requirements**

According to the Education Act, the term “guardian” refers to an adult, other than the parent of the child, who has lawful custody of the child. Every child under the age of 18 years and not residing with a parent must have a legal guardian. A legal guardianship document is obtained from Family court, Ontario Court (Provincial Division) or the Ontario Superior court of Justice.

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>
A pupil who is under 18 years not living with a parent(s)	Court order document for custody purposes from an Ontario Family Court of adoption document.	Register student at school if documentation is provided Place copy of the document in the OSR Where the school ascertains that a guardianship process is initiated but not completed, the school may admit the student and request proof of legal guardianship be provided upon completion. If the principal determines that there are extenuating circumstances involved in the absence of legal guardianship, the principal may refer this to the Superintendent of Education for decision.
A pupil who is 16 or 17 years old and who has withdrawn from parent control	The person does not have a legal guardianship document.	The person must provide a signed statement outlining the following: <ul style="list-style-type: none"> <li>• Age of the pupil</li> <li>• That the pupil has withdrawn from parental control</li> <li>• That the pupil will be making all decisions on his/her own behalf.</li> </ul> Register the pupil at school
Pupil is under 18 years and living with a custodial parent	Court Order from an Ontario Family Court or Separation Agreement	Student must reside with custodial parent If parents separate or divorce and there is no court order, custody is assumed to be joint custody and the child may reside with either parent. Place a copy of the document in the OSR
Refugee Claimant under 18 years who is not living with a parent(s)	Immigration Form IMM 1442 issued by Citizenship and Immigration Canada	Form IMM1442 must have the name of the legal guardian written into the Remarks Section of the form
A pupil who is under 18 living with guardian	Court Order document from an Ontario Family	Register the student if all other requirements

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>
under the terms of a Will	court	are met. Place a copy of the relevant section of the Will in the OSR
A pupil in the care of the Children's Aid Society	Letter from an official of the CAS stating that the child is in their care	Student may register in the home school where the foster parent resides or where the group home is located.
Pupils who are 18 years and over who are not living with a parent(s)	No proof of guardianship needed	Register the student if all other requirements with respect to residency, optional attendance and immigration status are met.

**Appendix C: Detailed School Boundary Requirements****SCHOOL BOUNDARY: Detailed Requirements**

Under the Ministry Regulations, Ontario students may apply to attend any school in Ontario. The HDSB Optional Attendance Policy describes the attendance boundary requirements and must be consulted regarding admission to specific school.

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>
Student and parent(s) reside in HDSB within the school boundaries	For proof of address of any two of the following: <ul style="list-style-type: none"> <li>• Current lease or Deed</li> <li>• Current utility bill</li> <li>• Current property tax bill</li> <li>• Current motor Vehicle Ownership and Insurance</li> <li>• Original Interim property Tax Bill</li> <li>• Current bank statement</li> <li>• Original credit card statement</li> <li>• Recent correspondence from a government agency</li> <li>• Most recent original Income Tax Assessment</li> <li>• Recent correspondence from a Municipal, Federal or Provincial Government Agency</li> </ul>	Confirm home school by looking at HDSB website – school finder  At the discretion of the principal, the family may be given up to 6 weeks to produce acceptable documentation in the form of non-personal mail linking the family with the address  If proof cannot be presented within 6 weeks, the principal may refer this to the Superintendent of Education for decision.
Student resides with parent/guardian within HDSB, but wishes to attend a school other	Documentation to show proof of address	A student wishes to attend a school other than the one that serves his or her place of

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>
than the one that services his/her place of residence		residence must get the optional attendance form from their home school principal, complete the form and submit to the home school Principal for decision making by the Superintendent of Education
Student and parent/guardian reside outside HDSB jurisdiction	Documentation to show proof of address	Refer to HDSB Optional Attendance Policy
Student under 18 years resides within HDSB boundaries and parent(s) reside outside HDSB's jurisdiction – not applicable to a student who is 16 or 17 years old who has withdrawn from parental control	Documentation to show proof of address  Court Order from an Ontario Family Court	Student registers in the home school where the legal guardian resides  In extenuating circumstances, the Superintendent of Education may allow a student to attend a school without a legal Court Order
Student is 16 or 17 years of age, resides within HDSB jurisdiction and has withdrawn from parental control	Documentation to show proof of address  Student is not required to show proof of legal guardianship	Student registers in home school where he or she resides.
Student is 18 years of age and over and does not reside with parents	Documentation to show proof of address  Student not required to show proof of legal guardianship	If the documentation shows that the student has not resided in the school district for at least 12 months prior to the request for admission, the student is subject to the Optional Attendance Policy.

**Appendix D: Detailed Residency Status**

**RESIDENCY STATUS: Detailed Requirements  
CANADIAN CITIZENS**

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
Pupils who are Canadian citizen	Any one of: <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Passport</li> <li>• Citizenship card</li> <li>• Citizenship certificate</li> </ul>	Register student if all other requirements are met	school
Pupil born abroad to Canadian citizens	Student's foreign birth certificate showing parent's	Parents must show documentation from Citizenship and Immigration Canada that they have applied for	Welcome Centre

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
	name Student's foreign passport Parents' Canadian Citizenship Card/Passport Evidence of Citizenship application	Canadian Citizenship Registration for child	
Pupil born abroad to a parent who has since become a Canadian citizen	Student's passport Student's foreign birth certificate Parent' Canadian Citizenship Card/Passport	Refer student/family to the Welcome Centre for review of documents  Welcome Centre will register the student	Welcome Centre
Non-Canadian step-children of Canadian citizens	Student's foreign birth certificate or passport Step-parent's Canadian Citizenship Card/Passport Birth parent's custody paper, if applicable.	Refer student/family to the Welcome Centre for review of documents  Welcome Centre will register the student	Welcome Centre

**PERMANENT RESIDENTS** (formerly referred to as Landed immigrants)

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
Pupils who are Permanent Residents (English speaking)	Record of landing IMM 1000 issued to individuals from other countries who apply for and qualify to come to Canada as Permanent Residents on or before June 28, 2002 Confirmation of Permanent Residence (IMM 5292) on or after June 29, 2002 Permanent Residence Card	Each individual has his/her own Form IMM 1000 or IMM 5292  Any student who came to Canada prior to June 28, 2002 requires a permanent Residence Card.	school

<p>Pupils who are Permanent Residents (First language other than English) (Entering HDSB from a French Language school from a French Language school board where first language is other than English)</p>	<p>Record of landing IMM 1000 issued to individuals from other countries who apply for and qualify to come to Canada as Permanent Residents on or before June 28, 2002  Confirmation of Permanent Residence (IMM 5292) on or after June 29, 2002  Permanent Residence Card</p>	<p>Each individual has his/her own Form IMM 1000 or IMM 5292  Any student who came to Canada prior to June 28, 2002 requires a permanent Residence Card.</p>	<p>Welcome Centre</p>
<p>Pupils born abroad to Permanent residents</p>	<p>Parent's IMM 1000 Student's foreign birth certificate or passport</p>	<p>Refer student/family to the Welcome Centre Welcome Centre will register the student</p>	<p>Welcome Centre</p>
<p>Non-Canadian stepchildren of Permanent Residents</p>	<p>Stepparents' IMM 1000 Student's foreign birth certificate or passport Birth parent's custody paper, if applicable</p>	<p>Refer student/family to the Welcome Centre Welcome Centre will register the student</p>	<p>Welcome Centre</p>
<p>Applicant for landed status from within Canada</p>	<p>Approval in Principle (AIP) documentation from Citizenship and Immigration Canada</p>	<p>Approval in Principal (AIP) documentation from Citizenship and Immigration Canada</p>	<p>Welcome Centre</p>
<p>Applicant for landed status from outside of Canada</p>	<p>Letter from foreign Embassy or consulate or Visa Office located outside of Canada</p>	<p>Refer student/family to the Welcome Centre Student may be required to pay school fees Welcome Centre will register the student</p>	<p>Welcome Centre</p>

**REFUGEE CLAIMANTS**

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
<p>Refugee Claimants</p>	<p>Acknowledgement of Intent to Claim form (IMM 1442), issued by CIC Consideration of Eligibility (IMM 1442) issued by CIC</p>	<p>Each claimant must have his/her own Form IMM 1442</p>	<p>Welcome Centre</p>
<p>Refugee claimants or</p>	<p>Student does not have</p>	<p>Refer student/family to the Welcome Centre</p>	<p>Welcome Centre</p>

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
dependents who have submitted an application and have not received any documentation from CIC	documentation from CIC	Pending the review, the Welcome Centre will register the student	
Convention Refugees	Notice of Decision letter from Immigration and Refugee Board confirming that the student/family are Convention Refugees	Register student	Welcome Centre

**OTHER**

The majority of students in the following categories ARE REQUIRED TO PAY FEES TO THE HDSB, and must have all the required documentation including Study Permit (SP). All students who fall into these categories must be referred to the Welcome Centre for registration in a HDSB school.

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
Visa/International student	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Foreign student who holds a Study Permit without the other required immigration documents	Immigration documents	Students who request admission to a school directly with only a Study permit must be referred to the Welcome Centre These may be fee-paying students	Welcome Centre
Visitor to Canada	Immigration documents	Direct to the Welcome Centre Individuals and dependents who come to Canada on a Visitor Record are not eligible to attend school without <b>payment of fees</b> and require a Study Permit. Student must apply to Visa Office for a Study Permit.	Welcome Centre
Dependents of Religious Clergy	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Dependents of a Non-Resident parent with a Study Permit who is enrolled in a post-secondary institution	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre
Dependents of Diplomatic	Immigration documents	Welcome Centre will register the student	Welcome Centre

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
Personnel ( <i>non fee paying</i> )		School will receive confirmation of registration from the Welcome Centre	
Dependents of Work Permit Holders ( <i>non fee paying for the duration of the Work Permit</i> )	Immigration documents	Welcome Centre will register the student School will receive confirmation of registration from the Welcome Centre	Welcome Centre

**OTHER: STUDENTS WITHOUT IMMIGRATION STATUS**

<b>Category</b>	<b>Documents Required</b>	<b>Registration Guidelines</b>	<b>Responsibility</b>
Pupils who are not Canadian Citizens nor Permanent Residents nor Convention Refugees and who have no proof of immigration status in Canada	<i>Student/family has no documents from CIC confirming immigration status nor documents from CIC confirming that a legal immigration process is in place</i>  <i>In some cases, the student/family may have submitted an application for Landing or Refugee Claim to CIC but has not received a response.</i>  <i>Treat as "no documents"</i>	Refer these students to the Welcome Centre  Students without immigration status shall be welcomed in our schools and information about them or their families shall not be shared with immigration authorities. <i>The Education Act, s. 49(1)</i> <i>PPM 136 states "Citizen Immigration Canada has confirmed that there is no federal legal requirement for boards to refer families without immigration status or documentation to a local CIC office to obtain documents before their child is admitted to school.</i>	Welcome Centre
Minor children in Canada with parents/guardian who are illegally in Canada		Refer these students to the Welcome Centre  Allowed to attend school without payment of Fees and Study permit is not required Immigration authorities are not informed as per PPM 136.	Welcome Centre
If student is age 18 years and in Canada illegally		Tuition is charged and Study Permit required	Welcome Centre