

	POLICY NO: 6.10
Adopted	2018
Projected Review Date	2028
Revisions	2024, 2025

POLICY: STUDENT REGISTRATION AND ADMISSION

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Chief Executive Officer

TERMINOLOGY:

Admission: Process of reviewing the registration and documentation to determine if the proper requirements are met to be admitted into a school.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

Out-of-Catchment: The request to enrol at a school that is not the designated school within the geographic area in which a student resides.

Out-of-Catchment Process: The board allows for out-of-catchment requests on an annual basis. The criteria for determining schools open to out-of-catchment requests includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is not experiencing significant new development pressures.
- If the school is not undergoing a boundary review in the upcoming year.
- If the school is not currently holding students for a new school.
- If the school does not offer a French Immersion program.
- If the school is not involved in a pupil accommodation review during the upcoming school year.

Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the boundary of the school board.

Registration: Process of filling out a form and providing your school with the necessary documentation.

ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of students.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49