



GENERAL SCHOOL ADMINISTRATION

ADMISSIONS 401

Rationale

The CISVA was established to provide an education for Catholic students residing in the Archdiocese of Vancouver.

Policy

Admission rules are established to ensure that all Catholics have an equal opportunity to enroll their children in a Catholic school. Priority will be given to Catholic students seeking admission to the Catholic Independent Schools of the Vancouver Archdiocese.

Procedure

All schools must have a process for admitting students. As part of this process the Pastor/Archbishop's Representative, the Principal and, when practical, a member of the Education Committee shall meet with each new family. From the interview and the information available to them, the Pastor, along with a member of the Education Committee and the Principal, will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, "active in a parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

PRIORITIES FOR ADMITTANCE INTO ELEMENTARY SCHOOLS

1. Children presently enrolled in the school if they and their families meet the expectations of the school
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.



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7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Enrollment of more than 15% non-Catholics in Grades K-3, and/or Grades 4-7 must be reported to the Superintendent's Office by October 1st. Reasons why the 15% has been exceeded will be outlined by the school administration to the Superintendent's Office. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

PRIORITIES FOR ADMITTANCE INTO REGIONAL SECONDARY SCHOOLS

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in one of the parishes of the region.
3. Children whose families are practicing Catholics active in one of the parishes of the region. In cases where a parish is unable to fill its allocated seats with practicing Catholics active in their parish, priority for these seats shall be given to practicing Catholics active in other regional parishes.
4. Siblings of children already in the school, whose families are practicing Catholics active in a parish from outside the region.
5. Children whose families are practicing Catholics active in a parish from outside the region.
6. Children whose families are either not practicing Catholics or not active in their parishes.
7. Non-Catholics. Enrollment of more than 15% non-Catholics in Grades 8-9, and/or Grades 10-12 must be reported to the Superintendent's Office by October 1st. Reasons why the 15% has been exceeded will be outlined by the school administration to the Superintendent's Office. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.



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PARTICIPATION:

Once your child has been admitted to the school, as an active school community member, you will be required to participate in the various activities of the school, including fundraising. If you do not fulfill these requirements of participation, you will be assessed a penalty fee of \$XX per month. These cheques must be made payable to the school.

FINANCIAL ASSISTANCE:

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to needy families.

Reference:	Approved: Board of Directors
	Date Approved: Pre – 1996
	Date(s) Revised: December 8, 2011
Cross-reference: Policy 425 - Volunteers	