

Directive: Admissions

Category: School Management

PREAMBLE

The CSFY ensures that each student has the opportunity to thrive in an atmosphere that fosters inclusion and respect for Yukon's French-speaking community of today and tomorrow.

DIRECTIVE STATEMENT

This directive follows from the implementation of Policy 3.1 – Admissions.

The CSFY intends to fulfil the mandate conferred on it by section 23 of the *Canadian Charter of Rights and Freedoms* and the *Yukon Education Act* by providing quality French first-language instruction to everyone entitled to receive it. In keeping with the spirit of section 23 of the Charter, which aims to ensure the vitality of official-language minority communities, the CSFY can also admit students whose parents are non-rights holders.

DETAILS

PROCEDURE FOR IMPLEMENTING THE ADMISSIONS DIRECTIVE

1. Persons/entities responsible for the Directive

Executive Director of the CSFY, school principal and admissions committee.

2. Procedure for parents with right to admission (rights holders)

2.1 Parents with the right to admission must complete and submit the following documents to the school secretary:

- admission application form
- child's birth certificate (the school does not keep a copy of this document).

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2.2 After these documents have been submitted to the school, the school principal and a staff member (normally the early childhood coordinator) schedule a meeting with the parents, and the following documents must be completed:

- eligibility form of parent with the right to admission
- registration form for each child
- request for the transfer of school records (if required).

At the meeting, the school principal ensures that the parents complete the eligibility form for the proper admissions category.

3. Procedure for parents requesting an admission permission (non-rights holders)

3.1 Parents who request an admission permission for their child must complete and submit the following documents to the secretary's office of the French school:

- admission application form
- child's birth certificate (the school does not keep a copy of this document).

3.2 After these documents have been submitted to the school, the school principal and a staff member (normally the early childhood coordinator) schedule a meeting with the parents, and the following document must be completed:

- eligibility form of parent requesting an admission permission.

At the meeting, the school principal ensures that the parents complete the eligibility form for the proper admissions category.

4. Procedure for deciding whether a temporary admission permission will be granted

4.1 The Executive Director establishes the admissions committee in accordance with the admissions policy.

4.2 The school principal convenes the admissions committee and forwards the application form, eligibility form and all related information to the committee.

4.2 The admissions committee may request any additional information it considers relevant for reviewing the application.

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- 4.3 The admissions committee reviews the admission permission application, meets with the family and makes a recommendation, which the Executive Director forwards to the Board of Trustees. The admissions committee must forward its recommendation within 12 weeks of the initial application for admission.
- 4.4 Before granting an admission permission, the admissions committee's recommendation must take into account the criteria set out in Policy 3.1.
- 4.5 At its next public meeting, the Board of Trustees decides whether or not to grant temporary admission for one year, taking into consideration the application documents and the admissions policy.

5. Procedure in situations where temporary admission permission is granted

- 5.1 An official letter is sent to the parents, together with an attestation form confirming their understanding of the undertaking.
- 5.2 The school principal ensures that the parents complete the registration form.

6. Procedure in situations where an admission permission is denied or revoked

- 6.1 An official letter is sent to the parents, together with a copy of the admissions policy and the admissions directive. The letter will explain the reasons for the denial or revocation and the appeal procedure.
- 6.2 If the parent believes the decision to be incorrect or wishes to submit new supporting documents, he or she may lodge an appeal with the CSFY by following the procedure set out in Policy 3.1 – Admissions.

7. Procedure for granting permanent admission permission

- 7.1 The school principal must send a written evaluation to the Executive Director within 12 months of the decision to grant a temporary admission permission in order to determine whether the parents have fulfilled their commitments and whether admission continues to meet the admission criteria set out in Policy 3.1. If the child was admitted at the start of the school year, the evaluation must be submitted by the end of May. The school principal's evaluation must include a recommendation on whether to grant a permanent admission permission, extend a temporary admission permission or revoke an admission permission, as the case may be.

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- 7.2 Permanent admission permission can be granted only at the end of the five-year-old kindergarten program (K5). Students admitted into the four-year-old kindergarten program (K4) must therefore complete both K4 and K5 before obtaining a permanent admission permission. For these students, an evaluation will be conducted at the end of K4 and K5. At the end of K4, the school principal can recommend that the admission permission be revoked or that the temporary admission period be extended for another year.
- 7.3 The Executive Director must submit the school principal's evaluation to the Board of Trustees at the next public meeting. The Board of Trustees must decide the following:
- For a student completing K4: Whether to grant another year of temporary admission or whether to revoke the admission permission;
 - For all other students: Whether to grant a permanent admission permission or whether to revoke the permission. In exceptional circumstances, the Board of Trustees may decide to extend the temporary admission period for another year for these students. If a permanent admission permission is granted, the parents obtain the status of parents with the right to admission (under Category 3: Family Continuity).
- 7.3 If the Board of Trustees revokes a temporary admission permission, the procedure set out in section 6 of this directive must be followed. If the Board of Trustees grants a permanent admission permission, an official letter will be sent to the parents to inform them of the decision.
- 7.4 If the admission permission is revoked, the student must be withdrawn from the CSFY school. However, if the parents appeal the decision, the student's withdrawal will be put on hold pending the outcome of the appeal procedure.

8. Appeal procedure

- 8.1 Parents wishing to appeal a decision must contact the CSFY Executive Director in writing. They must submit their request for an appeal within 20 days following receipt of the letter denying the admission permission.
- 8.2 The appeal procedure is described in Policy 3.1 – Admissions.

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* This document is a translation of the original in French for information purposes only.
In case of a discrepancy, the French original will prevail. *