AP 300 – ADMISSION OF STUDENTS TO SCHOOL

BACKGROUND

Saskatoon Public Schools makes educational programs available to resident students who are of legal age to attend school.

PROCEDURES

1. Every person who has attained the age of six years but has not attained the age of 22 years has the right to attend school in the division in which he/she resides and to receive instruction appropriate to his/her age and level of educational achievement. Furthermore, no school official shall deprive or attempt to deprive a student of access to services approved and provided by the Division. For information on Non-Resident students please see Administrative Procedure 301.

2. Children who are five years of age as of January 31 of the school year may be admitted to Kindergarten.

4. The Director or delegate shall be responsible for the general supervision of student admission to schools.

5. In case of dispute over the admission of a student to a particular program, the Deputy Directors shall be authorized to determine the program to which the student shall be admitted.

6. Where a student enrolls in a school for the first time, the Principal shall require the student to submit documentation verifying age. The following documents may be used:
   - Certificate of Birth,
   - Baptismal Certificate,
   - Passport, and
   - Saskatchewan Health Services Card or equivalent.

   Normally, verification of age is provided at the time of registration; however, such proof of age must be submitted not later than six weeks following the student's registration.

7. The Principal shall normally be responsible for the decision on the admission of students to schools, such decision may be made throughout the school year.

8. Principals shall be authorized to assess, collect, and record such information as required for the admission of students to school. Furthermore, it shall be the responsibility of students to submit such information as may be required by the Principal.

9. Secondary students who last attended school in another country may, prior to admission to the school, be required by the Principal to have their previous educational standing evaluated by the Director of Assessment and Evaluation, Ministry of Education, Regina.

Reference: Section 85(f)(g), 141, 142, 156, Education Act
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