



## AP 300 – ADMISSION OF STUDENTS TO SCHOOL

### BACKGROUND

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Saskatoon Public Schools makes educational programs available to resident students who are of legal age to attend school. Resident students are those whose parents/guardians live within the boundaries of the school division. Students whose parents live outside the boundaries of the school division but within the province of Saskatchewan may be allowed to attend school at the discretion of the school division.

### PROCEDURES

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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. For information on registering students from outside the school attendance area, please see Administrative Procedure 306.
2. Children who are five years of age as of January 31 of the school year are eligible to attend Kindergarten.
3. The Director or designate shall be responsible for the general supervision of student admission to schools.
4. In case of dispute over the admission of a student to a particular program, the Deputy Director shall be authorized to determine the program to which the student shall be admitted.
5. Where a student enrolls in a school for the first time, the Principal shall require the student to submit documentation verifying age and residency. Normally, verification of age and residency is provided at the time of registration.

The following documents may be used to verify a student's age:

- Certificate of Birth,
  - Baptismal Certificate,
  - Passport, and
  - Saskatchewan Health Services Card or equivalent.
6. The Principal shall be responsible for the decision on the admission of students to school. Principals shall be authorized to assess, collect, and record such information as required for the admission of students to school.

Reference: Section 85(f)(g), 141, 142, 156, Education Act  
Administrative Procedure 301: Non-Resident Students  
Administrative Procedure 306: Choice of Schools  
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