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## ADMINISTRATIVE PROCEDURE 337 SCHOOL ADMISSION AND CHOICE

### PURPOSE:

This Procedure outlines the process for student admission and school choice in the Chilliwack School District (“the District”). It aims to ensure fair, efficient, and transparent procedures while supporting student and parent/guardian preferences, subject to space and resource availability.

This Procedure is intended to simplify the school admission and choice process while ensuring fair access to educational programs in the District.

### ADMISSION PROCESS OVERVIEW:

The District will provide an educational program for every school-age student who is ordinarily resident in British Columbia, as defined in the Ministry of Education and Child Care’s eligibility requirements.

#### Key Principles:

- **Access to Neighbourhood Schools:** Students will have priority access to attend the school designated for their catchment area.
- **School Placement Flexibility:** Families can request admission to schools outside their catchment area based on educational needs or preferences, subject to availability.
- **Certainty and Continuity:** The District supports stability in student placement, striving to enroll siblings in the same school wherever possible.
- **Efficient Resource Allocation:** Admissions will be planned to optimize space and resource use across the District.

### APPLICATION AND ENROLLMENT PROCESS:

- October 1st - Registration opens for the following school year.
- Please register online at <https://www.sd33.bc.ca/registration>

#### A. General Admission:

##### 1. Catchment Area Students:

Students who live within a school’s catchment area are given priority for enrollment. The District requires proof of residency (e.g., utility bills, property tax statements, or rental agreements) at the time of registration.

##### 2. Non-Catchment Area Students:

Families may apply to schools outside their catchment area, space permitting. Parents/Guardians/Caregivers are responsible for transportation. After the placement

of in-catchment students, the District will consider out-of-catchment applications in the following order:

- **1<sup>st</sup> Intake:** October 1<sup>st</sup> to the Friday before Spring Break
- **2<sup>nd</sup> intake:** May 15<sup>th</sup> to September 30<sup>th</sup>
- After Spring Break to May 15<sup>th</sup> is a blackout period. No out-of-catchment applications are accepted.
- Students will be placed on waitlists and offered spaces in registration order dependent on availability

**3. Non-School District Students:**

Students outside the District may apply and will be considered for placement after catchment and non-catchment (in-district) area students.

**B. Priority for Enrollment:** If space and resources are limited, students will be admitted according to the following priority:

1. **Continuing Students** – Students currently enrolled in the school or their designated feeder school.
2. **Catchment Area Students** – New students residing within the catchment area.
3. **Siblings of Continuing Students** – Non-catchment area students with siblings already enrolled.
4. **Non-Catchment Area Students** – Students residing within the District but outside the catchment area.
5. **Non-District Students** – Students from outside the District.

**DETERMINATION OF AVAILABLE SPACE AND FACILITIES:**

1. **Capacity Evaluation:**

The availability of space is determined based on:

- Staffing levels assigned to the school.
- The physical space available for instructional programs.

2. **Enrollment Decisions:**

Enrollment decisions are made by the school principal in consultation with the District administration, considering both space and the school's ability to deliver an appropriate educational program.

3. **Tie-Breaking Criteria:**

If multiple applications fall within the same priority group, placement will be determined based on the date and time of each application.

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## APPLICATION TIMELINES AND PROCEDURES:

1. **Catchment, Non-Catchment and Out-of-District Area Applications:**  
Families can submit school applications at any time, but early registration is always better. Applications are considered on a space-available basis, according to our enrollment priority.
2. **Registration During Summer:**  
Applications during the summer will be processed at the District Office. Schools will review waitlists and make placement decisions before the new school year begins.

## TRANSPORTATION RESPONSIBILITIES:

Parents/Guardians/Caregivers of students attending schools outside their catchment area are responsible for providing transportation to and from school. The District does not typically provide transportation for non-catchment or non-district students.

## APPEALS PROCESS:

Families may appeal the decision to the Superintendent of Schools if a student's admission application was denied due to space or resource limitations. Appeals must be submitted in writing within ten (10) business days of the denial.

## SPECIAL PROGRAMS AND CHOICE SCHOOLS:

1. **District Choice Programs:**  
Programs such as French Immersion and Integrated Arts & Technology Schools are open to all students District-wide. Applications are subject to specific entrance criteria and availability.
2. **Specialized Programs:**  
These programs may have additional application processes, including interviews or assessments. Parents/Guardians/Caregivers should refer to individual program guidelines for more information.
3. **Specialty Academies:**  
Per Administrative Procedure 367, the host school will ensure that thirty three percent (33%) of specialty academy seats be made available to out-of-catchment registrations through One-Campus. These seats will be held until the end of the day on the Friday before Spring Break. After that date, these seats will be released back to catchment students of the host school.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure

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**COMMUNICATION OF ADMISSION INFORMATION:**

All deadlines, procedures, and criteria for school admission will be communicated through District websites, school newsletters, and community outreach efforts. The District will provide clear guidelines to ensure families are informed of their options and responsibilities.

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Related Legislation: *School Act*

Related Contract Article: Nil

Cross Refs: School Attendance Areas Regulation, International Student Policy, Adult Student Fees Policy

Adopted: February 21, 2005

Amended: September 8, 2015; December 13, 2024; March 3, 2025