

Issue Date	November 16, 2015
Revision Date	February 7, 2019
Review Year	2023

Objective:

To provide direction for implementation of Board Policy on admittance of students.

Responsibility:

Superintendent, Secretary Treasurer, Principals

Regulation:**A. Prerequisites to Admittance**

Prior to admittance of their children, parents/legal guardians shall attend an interview to review Aurora School's mission, philosophy, curriculum, teaching methodology, dress code, and discipline policy. Parents or guardians shall sign an interview sheet that outlines these items as well as gathers information about their children and their specific learning needs. Parents/legal guardians are strongly encouraged to consider whether or not the philosophy and practice of the school meets their family's needs and capabilities for the future. Students will complete a placement assessment during the initial interview to determine their readiness for the grade level that they are applying for. Admittance age requirements will be consistent with Alberta Education current legislation and regulations.

B. Procedures

1. Parents/legal guardians begin the registration process for their child or children by creating an online account in Family Zone. All pertinent information regarding the prospective student(s) along with required documents, must be entered, uploaded, and added for the application to be considered complete.
2. Aurora School will use an online register, maintained by the parents/legal guardian(s), through Family Zone pursuant to procedure B.1. All student information on the waitlist is managed strictly by the parents/legal guardians of the student(s) using the online Family Zone system.
 - a. Aurora School will not give out information regarding the waitlist position of the student.
 - b. Waitlist position is determined by registration date in Family Zone according to BP 6000.
3. When an opening becomes available, the parent/legal guardian of the student in range on the waitlist will be contacted by email and provided a scheduled appointment for placement assessment.
 - a. The school will only use the main email address provided in Family Zone.
 - b. Families will have 2 business days to respond to the email.
4. Students will be removed from the wait list for whom:
 - i. The parent/legal guardian declined a placement assessment;
 - ii. The parent/legal guardian did not respond to the assessment or offer of admission within the designated time allowed;
 - iii. The parent/legal guardian declined the offer of admission;
 - iv. The parent/legal guardian withdrew after registration;
 - v. The information entered into Family Zone is determined inaccurate, false or misleading;

Issue Date	November 16, 2015
Revision Date	February 7, 2019
Review Year	2023

- vi. The student had an unsuccessful assessment at Aurora School. A maximum of one assessment will be offered per school year. At the Principal's discretion, a student may be allowed to have a chance to do one more assessment the following year, otherwise the student will be removed from the wait list and need to reapply.

- 5. Placement assessments will include:
 - a. Current school/preschool records and recommendations;
 - b. A grade-level assessment prepared by teachers under guidance of Principal at Aurora School;
 - c. An interview by a teacher or administrator, including a chance for parents/legal guardians to discuss the Aurora program and requirements.

- 6. Students who meet assessment requirements will be offered a position in that grade level. Students who do not meet requirements may reapply onto the waitlist for the next school year.

- 7. Families who do not login and update their Family Zone account information each year by October 31 will be considered inactive.
 - a. It is the responsibility of the parent/legal guardian to ensure their child is on the correct online Family Zone wait list grade and year.

- 8. The current 2019/20 school year minimum entrance age for kindergarten children of Aurora is 4 years and 6 months as of September 1st of the year they begin kindergarten (four years prior to March 1st of the assessment year prior to kindergarten). For the 2020/21 school year and following years, as per current *Education Act*, minimum entrance age for kindergarten students is 5 years old on or before December 31st of the year the student is enrolled.

References:

BP 6000 Admittance
Alberta Education Act