



## REGISTER OF OFFICIAL DOCUMENTS

### Enrolment Criteria

Category and code:	P- 2.1
Date of Coming into Force:	November 27, 2023
Number of Pages:	12
Origin:	Community Services
Operator and Storage Site:	Legal Services
History:	Adopted by Resolution 2015-12-#19 Modified by resolution 2023-11-#07



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*Note the addenda are for reference and administrative purposes. Addenda are subject to updates and modifications without consultation.*

*In this policy, gender-neutral or collective form has been used whenever possible in the context.*

*For questions, comments or complaints concerning the application of this policy, you may contact the Complaints Officer or go to the LBPSB website at <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/complaints-procedure>.*

***The Lester B. Pearson School Board (LBPSB) is committed to fostering a school board culture where equity, diversity, dignity, and inclusion (EDDI) are paramount values.***



## **Enrolment Criteria**

The Lester B. Pearson School Board will register eligible<sup>1</sup> students according to the following criteria in keeping with the parents' right to choose by virtue of Section 4 of the Education Act<sup>2</sup>:

*“Every student, or the student’s parents if the student is not of full age, shall have the right to choose, every year, the school that best reflects their preferences from among the schools of the school board whose jurisdiction the student comes under that provide services to which the student is entitled.*

*The exercise of the right to choose a school is subordinate to the enrolment criteria established pursuant to section 239<sup>3</sup> of the Education Act where the number of applications for enrolment in a school exceeds the school’s capacity...*

*The exercise of the right does not entail the right to require transportation services where the transportation services required for the student concerned exceed the limits established by the school board.”*

At the elementary level, the territory of the Lester B. Pearson School Board is divided into a number of small geographical catchment areas known as Attendance Zones<sup>(i)</sup>. Students are given the choice of enrolling in a school that provides an Early Immersion, a Français Plus or a Bilingual program, where available.

At the secondary level, the Lester B. Pearson School Board has an open boundary concept. The students have the choice of enrolling in any secondary school in the system.

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<sup>1</sup> For information on eligibility to English education, refer to the section on Admissions on LBPSB's website:

<https://www.lbpsb.qc.ca/admissions/>

<sup>2</sup> Version of the Education Act of February 7, 2020, applicable to English School Boards.

<sup>3</sup> Refer to Addendum B



## **Registration of Elementary Pupils in Schools**

Students shall be registered in an elementary school during the formal registration period in February while respecting the student rights, in accordance with the capacity of the school, the services available and the rules applicable to group formation.

Once the number of applications for enrolment in a school exceeds the capacity at a grade level, enrolment shall be effected according to the order of priority established below:

1. Students currently attending from within the school's attendance zone(s).
2. Siblings of students attending Kindergarten to Grade 6, at the time of registration, from within the school's attendance zone(s).
3. Students residing within the designated walking distance of the school<sup>4</sup> and within the school's attendance zone(s).
4. Students residing inside the school attendance zone who are eligible for bus transportation to only one LBPSB school.
5. Students residing inside the school's attendance zone(s).
6. Students currently attending from outside of the school's attendance zone(s) but within the territory of the Board.
7. Siblings of students attending Kindergarten to Grade 6 at the time of registration, from outside of the school's attendance zone(s) but within the territory of the Board.
8. Students residing outside of the school's attendance zone(s) but within the territory of the Board.
9. Students currently attending from outside of the territory of the Board.
10. Siblings of students attending Kindergarten to Grade 6 at the time of registration, from outside of the territory of the Board.
11. Students residing outside of the territory of the Board.

To clarify category 4, priority will be given to students who have bus transportation to only one elementary school over students who have bus transportation to a second school.

Within a category, the priority is determined by the proximity of the student's residence to the school. In all cases, the distance is determined by the computer software recognized by the Board for this purpose.

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<sup>4</sup> Refer to the Student Transportation Policy, p.4: <https://www.lbpsb.qc.ca/wp-content/uploads/4.1-Student-Transportation-Policy-2022.pdf>



Applications received outside the formal registration period will be reviewed on a case-by-case basis, taking into consideration the space at each grade level and the services available. The criteria on the order of admittance will then be followed when applicable.

The maximum enrolment in a school where a special school project<sup>5</sup> is in place is set to ensure that any student who lives within the walking distance and wishes to enrol in the regular program in that school can be accommodated.

For the purpose of registration, paired schools (Junior/Senior) are considered as one school.

Exceptions to the enrolment criteria may be necessary for schools affected by the Board's Major School Change Policy.

### **Registration of Secondary Pupils in Schools**

Students shall be registered in a secondary school during the formal registration period in February while respecting the student rights, in accordance with the capacity of the school, the services available and the rules applicable to group formation.

Once the number of applications for enrolment in a school exceeds the capacity at a grade level, enrolment shall be effected according to the order of priority established below:

1. Students currently attending the school from within the territory of the Board<sup>(iii)</sup>.
2. Students residing within the designated walking distance from the school<sup>6</sup>.
3. Siblings of students attending Grades 7 – 11, at the time of registration, from within the territory of the Board.
4. Students who are eligible for only one LBPSB bus to the school of their choice.
5. Students residing inside the territory of the Board.
6. Students currently attending from outside of the territory of the Board.
7. Siblings of students attending Grades 7 – 11, at the time of registration, from outside the territory of the Board.
8. Students residing outside of the territory of the Board.

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<sup>5</sup> Refer to the definition of Special School Project in Addendum B

<sup>6</sup> Refer to the Student Transportation Policy, p.4: <https://www.lbpsb.qc.ca/wp-content/uploads/4.1-Student-Transportation-Policy-2022.pdf>



To clarify category 4, priority will be given to students who have bus transportation to only one secondary school over students who have bus transportation to a second school.

Within a category, the priority is determined by the proximity of the student's residence to the school. In all cases, the distance is determined by the computer software recognized by the Board for this purpose.

Applications received outside the formal registration period will be reviewed on a case-by-case basis, taking into consideration the space at each grade level and the services available. The criteria on the order of admittance will then be followed when applicable.

The maximum enrolment in a school where a special school project<sup>7</sup> is in place is set to ensure that any student who lives within the walking distance and wishes to enrol in the regular program in that school can be accommodated.

Students will be admitted to Horizon High School according to the current referral process.

For the purpose of registration paired schools (Junior/Senior) are considered as one school.

Exceptions to the enrolment criteria may be necessary for schools affected by the Board's Major School Change Policy.

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<sup>7</sup> Refer to the definition of Special School Project in Addendum B



## **Derogations For Admission to Kindergarten for Five-Year-Olds (K5) or to Elementary School**

### **Early admission**

The age of admission for entry to kindergarten or grade one is respectively five or six years of age by September 30 of the school year, as stipulated in section 12 of the *Basic school regulation for preschool, elementary and secondary education*.

The *Education Act* (section 241.1) and the *Regulation respecting exceptional cases for admission to preschool and elementary school education* allow for early admission to kindergarten for five-year-olds (K5) or to grade 1 providing certain criteria are met. This is referred to as a Derogation for early admission.

Refer to Addendum C: *Procedures and Requirements for Early Admission to Kindergarten for five-year-olds (K5)*.

Note that this derogation is not available to kindergarten for four-year-olds (K4). K4 classes are reserved exclusively to children aged 4-year-old on or before September 30. Registration to K4 is optional and may not be offered in every school.

### **Reverse derogation**

A child who would be admissible to elementary school education (six years old on or before September 30) may be admitted to preschool education by the School Board. The request for admission from the parents must indicate that it was their choice to keep the child home for an additional year when their child turned five years old on or before September 30 and indicate the reason(s) for doing so. The request must also specify why they are asking for a reverse derogation for admission of their child in K5. The request will be evaluated by the appropriate School Board professional(s) in collaboration with the school. Final decision will be rendered by the School Board.



## Addendum A: Definitions

- (i) **Attendance Zones:** The territory of the Lester B. Pearson School Board is divided into a number of small geographical catchment areas known as Attendance Zones. At the elementary level, students are given the choice of enrolling in a school that provides an Early Immersion, a Français Plus or a Bilingual program, where available.
- (ii) **Capacity:** The capacity of a school is considered to be the maximum number of students that a school can reasonably accommodate. This capacity is determined by the number of homerooms and specialty rooms required, varying student/teacher ratios and the dimensions and/or the physical setup of the rooms. A school's capacity, or available space, can change as a result of the course selection of students, the size of the cohorts at each grade level, program requirements and the weighting factor for students with special needs (weighted students count as more than one student).

### Capping:

- Enrolment in a school may be capped when its student population exceeds its capacity or when it is necessary to redirect students to other schools as a result of a change of program, Major School Change, etc.
- A program or grade level in a school may be capped when classes have reached their maximum class size according to provincial norms or when it is necessary to limit the intake of Kindergarten or Secondary 1 students in order to accommodate a cohort of students throughout its course of study at the school.
- Following the Board's formal registration period which takes place in February each year, a student may be asked to register in another school, even if they are within the designated walking distance, once the school's enrolment cap is exceeded or the school's total capacity is exceeded.

It is the responsibility of the Board's Administration, after consultation with the school's principal, to determine when classes, programs and/or schools require capping.

- (iii) **Territory of the Board:** The Board's territory includes five Boroughs of the City of Montréal (Verdun, LaSalle, Lachine, Pierrefonds-Roxboro, Île-Bizard-Sainte-Geneviève) and the municipalities of Dorval, Pointe-Claire, Dollard-des-Ormeaux, Ste-Anne-De-Bellevue, Senneville, Kirkland, Beaconsfield and Baie-d'Urfé. In addition, the territory also includes twenty-three municipalities to the west of the island of Montreal, between the Ottawa and St. Lawrence Rivers west to the Ontario border.





These are: the entire island of Île-Perrot which includes L'Île-Perrot, Notre-Dame- de- L'Île-Perrôt, Pincourt and Terrace-Vaudreuil; the municipalities of Très-Saint-Rédempteur, Sainte-Marthe, Sainte-Justine-de-Newton, Saint-Clet, Côteau- du- Lac, Les-Coteaux, Saint-Polycarpe, Saint-Zotique, Rivière-Beaudette, Saint- Télesphore, Les Cèdres, Pointe-des-Cascades, Île-Cadieus, Vaudreuil-sur-le-lac, Vaudreuil-Dorion, Hudson, Saint-Lazare, Rigaud and Pointe-Fortune.

**(iv) Designated Walking Distances from a school:**

Refer to the Student Transportation Policy, p.4:

<https://www.lbpsb.qc.ca/wp-content/uploads/4.1-Student-Transportation-Policy-2022.pdf>

- (v) Special School Project<sup>8</sup>:** A special school project (e.g.; the International Baccalaureate Program (IBO), Sport-Études, enrichment programs, other local school projects, etc.) that is offered in a school may have a selection process. However, a student registered during the formal registration period who lives within the designated walking distance of the school can register in that school's regular programs.

**Difference between a Special School Project offered in a school and a Specific Project School:** An entire school established for the purposes of a specific project (s.240 EA) can have entrance requirements and the enrolment criteria established in this policy will not apply. In the Lester B. Pearson School Board, Children's World Academy is the only school that is permitted to not register students who do not meet the entrance criteria of their International Program.

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<sup>8</sup> Refer to the definition of Special School Project in Addendum B



## **Addendum B: Applicable sections of the law and regulation**

### ***Education Act<sup>9</sup>***

#### ***Enrolment***

**239.** Each year, every school board shall enroll students in its schools in keeping with the choice of each student's parents or the choice of the student, if of full age. However, if the number of applications for enrolment in a school exceeds the capacity of the school, enrolment shall be effected according to the criteria established by the school board after consultation with the parents' committee.

The enrolment criteria must give priority to students coming under the jurisdiction of the school board and, as far as possible, to students whose place of residence is nearest to the school premises. They must be adopted, put into force and sent to each governing board at least 15 days before the beginning of the student enrolment period.

The conditions or criteria for participation in a special project may not serve as criteria for enrolment in a school; nor may they operate to exclude a student from the school of the student's choice if the student has a right to enroll in that school pursuant to the criteria referred to in the first paragraph.

1988, c. 84, s. 239; 1997, c. 96, s. 75.

#### ***Specific Project School***

**240.** By way of exception, at the request of a group of parents and after consulting with the parents' committee, a school board may, with the Minister's approval, establish a school for the purposes of a specific project other than a religious project, subject to the conditions and for the period determined by the Minister.

The school board may determine the criteria for the enrolment of the students in that school.

1988, c. 84, s. 240; 1997, c. 96, s. 76; 2000, c. 24, s. 32.

### ***Regulation respecting free instructional material and certain financial contributions that may be required<sup>10</sup>***

#### ***Special School Project***

**2.** For the purposes of this Regulation, "special school project" means a project approved by the governing board and carried out for one or more groups of students enrolled at the elementary or secondary level among the following:

- (1) sport-study programs recognized by the Minister;
- (2) arts-study programs recognized by the Minister;

<sup>9</sup> Version of the Education Act of February 7, 2020, applicable to English School Boards: <https://www.canlii.org/en/qc/laws/stat/cqlr-c-i-13.3/161579/cqlr-c-i-13.3.html>

<sup>10</sup> <https://www.canlii.org/en/qc/laws/regu/cqlr-c-i-13.3-r-6.2/latest/cqlr-c-i-13.3-r-6.2.html>



- (3) programs recognized by Baccalauréat International;
- (4) Concentration or Profile type projects, that is, those intended to meet the student's interests by activities or one or many local programs of studies and school interventions related to the field of activity specifically covered by the project.

M.O. 2019-06-07, [s. 2](#).



## ADDENDUM C

### PROCEDURES FOR EARLY ADMISSION TO KINDERGARTEN FOR FIVE-YEAR-OLDS (K5)

#### DEADLINE TO APPLY: April 20

- Parents are required to submit a recent psychological assessment of their child. They may contact the Quebec Order of Psychologists to obtain the name of a Psychologist to carry out the psychological testing. Costs will be assumed by the parents.

*Quebec Order of  
Psychologists, 1100  
Beaumont Ave., Suite 510,  
Mount-Royal, QC, H3P 3H5  
Telephone: (514) 738-1881  
or 1-800-363-2644.*

- An 'Early Admissions to School Registration Kit' is to be completed and returned to:

*Administrative Officer  
Admissions Office  
Lester B. Pearson School  
Board 1925 Brookdale,  
Dorval, QC H9P 2Y7*

- Applications are reviewed by a team of Lester B. Pearson School Board psychologists and psycho-educational consultants. In some instances, this team may request an interview with the parent(s) and child to assist in the decision-making process. Following the review session, the team submits a report to the Director of Student Services who informs the parents in writing of the decision.
- The deadline for submitting the derogation request: **No later than April 20. Applications received after April 20 will not be considered.**

When the derogation procedure is complete and eligibility for English education is received, placement occurs in accordance with the process outlined by the Board's enrolment criteria policy.

#### REQUIREMENTS - EDUCATION ACT

**241.1** For humanitarian reasons or to avoid a serious prejudice to a child who has not attained the age of admission, the school board may, following a request giving reasons therefore made by the parents, in cases determined by regulation of the Minister:

- Admit the child to preschool education for the school year in which he attains 5 years of age, or admit him to elementary school education for the school year in which he attains 6 years of age;
- Admit to elementary school education a child admitted to preschool education who has attained 5 years of age.

*Based on the Regulation respecting exceptional cases for admission to preschool and elementary school education, may be admitted the child who is ready to begin preschool or elementary school owing to his advanced intellectual, social, emotional and psychomotor skills.*

*The following completed documents are required for your application to be considered:*

- ☐ A recently completed psychological assessment from a licensed Québec psychologist;
- ☐ A dated report from preschool teacher including a completed Lester B. Pearson School Board Preschool Profile, where applicable;
- ☐ A letter from parents indicating the reasons for requesting early admission;
- ☐ A copy of the child's birth certificate, indicating the names of both parents;
- ☐ Student must be eligible for English education.