



Commission scolaire  
Lester-B.-Pearson

## REGISTER OF POLICIES, PROCEDURES AND BY-LAWS

# ENROLMENT CRITERIA

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## Enrolment Criteria

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

*“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\* 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 embraced an open boundary concept. The students have the choice of enrolling in any secondary school in the system.

\*See Addendum B

## Registration of Elementary Pupils in Schools

*Students shall be registered in an elementary school during the formal registration period in February in the following order of priority, according to the capacity of the school, the space available at each grade level and the services available:*

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 (1600m) and within the school's attendance zone(s).
4. Students residing inside the school's attendance zone(s).
5. Students currently attending from outside of the school's attendance zone(s).
6. 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.
7. Students residing outside of the school's attendance zone(s) but within the territory of the Board.
8. Students currently attending from outside of the territory of the Board.
9. Siblings of students attending Kindergarten to Grade 6 at the time of registration, from outside of the territory of the Board.
10. Students residing outside of the territory of the Board.

**N.B.:**

- a. ***During the formal registration period, which is determined annually, proximity of the student's residence to the school, as determined by the School Board's "Geobus" software, the route optimization software used by the Board, will be the overriding factor in admitting students from categories 4-10. For example, Category 1: Students currently attending from within the school's attendance zone(s) are accepted first. Category 2 and 3 students would be accepted next. Category 4: Students residing inside the school's attendance zone(s) would be accepted after Category 3 students. In the event that the school becomes full and cannot accept all Category 4 students, those who live closest to the school will be accepted before students who live further from the school. The proximity rule will be used to accept students in the remaining categories when needed.***
- b. ***Students registering after the formal registration period, who are not currently attending from within the school's attendance zone(s) will be accepted on a first-come, first-served basis according to the above categories.***

- c. In a school where a magnet program is in place, students will be admitted to this program according to the entrance requirements established by the school to a maximum enrolment as determined annually by the School Board. The maximum enrolment in a magnet program 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.***
- d. For the purpose of registration paired Junior/Senior schools are considered as one school.***
- e. Exceptions to the Enrolment Criteria document may be necessary for schools affected by the Board's Major School Change Policy.***

## Registration of Secondary Pupils in Schools

*Students shall be registered during the formal registration period in February in a secondary school in the following order of priority, according to the capacity<sup>(iii)</sup> of the school, the space available at each grade level and the services available:*

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>(iv)</sup> (2400m).
3. Siblings of students attending Grades 7 – 11, at the time of registration, from within the territory of the Board.
4. Students residing inside the territory of the Board.
5. Students currently attending from outside of the territory of the Board.
6. Siblings of students attending Grades 7 – 11, at the time of registration, from outside the territory of the Board.
7. Students residing outside of the territory of the Board.

**N.B.:**

- a. ***During the formal registration period, which is determined annually, proximity of the student's residence to the school, as determined by the School Board's "Geobus", the route optimization software used by the Board, will be the overriding factor in admitting students from categories 2-7. For example, Category 1: Students currently attending the school from within the territory of the Board are accepted first. Category 2: Students residing within the designated walking distance of the school (2400m) will be accepted second. In the event that the school becomes full and cannot accept all Category 2 students, those who live closest to the school will be accepted before students who live further from the school. The proximity rule will be used to accept students in the remaining categories when needed.***
- b. ***Students registering after the formal registration period, who are not currently attending the school from within the territory of the Board, will be accepted on a first-come, first-served basis according to the above categories.***
- c. ***In a school where a magnet program<sup>(v)</sup> is in place, students will be admitted to this program according to the entrance requirements established by the school to a maximum enrolment as determined annually by the School Board. The maximum enrolment in a magnet program is set to ensure that any student who lives within the walking distance and wishes to enrol in the regular programs in that school can be accommodated.***
- d. ***Students will be admitted to Horizon High School according to the current referral process.***
- e. ***For the purpose of registration paired Junior/Senior schools are considered as one school.***
- f. ***Exceptions to the Enrolment Criteria document may be necessary for schools affected by the Board's Major School Change Policy.***

## 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:**

- 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 he or she is 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-Perrôt which includes Île-Perrôt, 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-Cadieux, Vaudreuil-sur-le-lac, Vaudreuil-Dorion, Hudson, Saint-Lazare, Rigaud and Pointe-Fortune.

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

Elementary students: **1600m\***

Secondary School students: **2400m\***

\*These distances correspond to the distances cited in the Transportation Policy.

- (v) Magnet Program:** A magnet program is a special project (Article 239 of the Education Act) that is offered in addition to the regular program in a school. Magnet programs normally have entrance examinations or some other form of selection process, e.g.; the International Baccalaureate Program (IBO), Sport Études, enrichment programs, Third Language of Instruction, etc.. In keeping with Article 239, a student registered during the formal registration period who lives within the designated walking distance of the school will not be refused entry into the regular programs in that school because he or she does not meet the criteria for a magnet program.

According to Article 240, a school board may establish a school for the purposes of a specific project and the entrance requirements for that program may be different than the enrolment criteria for the other schools in the Board's jurisdiction. In the Lester B. Pearson School Board, Children's World Academy is the only school that is permitted to refuse students who wish to register at that school and who do not meet the entrance criteria of their International Program.



## **Addendum B**

### **Articles from the Education Act**

#### **Enrolment**

**239.** *Each year, every school board shall enrol 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.*

#### **Criteria**

*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.*

#### **Special project**

*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 enrol 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.*

#### **Enrolment criteria**

*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.