



Admission of Secondary Students

#200.15

Adopted:	April 24, 2001
Last Reviewed/Revised:	August 28, 2024
Responsibility:	Director of Education
Next Scheduled Review:	2028

POLICY STATEMENT:

Brant Haldimand Norfolk Catholic District School Board (the “Board”) schools provide academic excellence and enable students to live a life of love and service.

The secondary schools of the Board exist to provide excellence in Catholic secondary education for the students of our separate school supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions, and expectations of the Board.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure outlines the process for the admission of students to the Catholic secondary schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board.

ADMINISTRATIVE PROCEDURES:

1. Admission to Catholic Secondary Schools

The Board is committed to service the children of eligible Catholic school supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

Subject to Board Policies regarding transportation and school boundaries, non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions, and expectations of the Board.

1. Students registering for the first time in a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board shall be required to produce proof of age.
2. As a result of the open access provision of the Education Act, there is no need to request that registrants for secondary school change tax support if they are public school supporters. However, it is still important to the system to know whether they are Catholic school electors.
3. Registration Requirements

An administrator of a school will receive all students requesting admission and manage their registration using the guidance provided in this Policy and Administrative Procedure. Administrators are to ensure that all staff registering new students are well informed of these policies, procedures, and regulations. The school in the home attendance area is responsible for the appropriate placement of the students who are new to the system and who live in the school catchment area.

In all instances original documentation or a copy certified as original must be presented upon registration. Documentation uploaded or received electronically can be considered original. All parents/guardians of students, all students of at least 18 years of age, or students 16 years of age or older who have withdrawn from parental control must submit all required documentation before the student is admitted to class. This includes the completion of a Secondary Student Registration form (STU 200.15.F01).



The school shall complete the Student Documentation Verification (STU 200.15.F04) form for registration purposes upon admitting a student to a Catholic secondary school under the jurisdiction of the Board. Documentation requested is required as proof, however no copies of documentation shall be reproduced as documentation is for verification only, unless otherwise indicated in this Policy and Administrative Procedure. The following is provided to assist schools in the registration process:

1. Determine if the student lives within your school's attendance area. All registrations require documented proof of permanent address, which could include property tax bill, utility bill, purchase/rental/lease agreement, or bank documents. If the student should be attending another school, direct the applicant to the appropriate school. In the event the student is not within the school boundary, and wishes to attend the school, an annual Application of Out of Boundary Student form is to be completed and submitted. Refer to Administrative Procedure 200.25 - Out of Boundary Admission for further direction.
2. If the student resides outside the jurisdiction of the Board (i.e., City of Brantford, Brant, Haldimand, or Norfolk Counties), an annual Application of Outside of Board Jurisdiction form must be completed and submitted to the School Superintendent for approval.
3. If a parent/guardian indicates a custodial arrangement, a copy of the court order or other legal document is required for inclusion in the documentation file of the OSR. In some instances, the administrator may find it necessary to require that applicants establish proof of relationship via birth certificate, passport, or other reliable documentation.
4. A student who is 16 years of age or older and has indicated they have withdrawn from parental control is required to show proof of new address and indicate in writing they have withdrawn from parental control. This is achieved through the use of the Withdrawal from Parental Control (STU 200.15.F03) template.
5. Proof of legal name and age is required for all students registering for the first time. To verify the legal name and date of birth of the student, the parent(s)/guardian(s) or student (if 18 years old or 16 years of age or older who have withdrawn from parental control), shall produce proof through one of the following documents:
 - Birth Certificate or Official Birth Registration Card
 - Certificate of Canadian Citizenship
 - Certificate of Registration of Birth Abroad
 - Passport
 - Permanent Resident Card
 - Record of Landing
6. If entering as Immigrant status, one of the following documents must be provided to confirm date of entry and status in Canada:
 - Permanent Resident Card
 - Record of Landing
 - Confirmation of Permanent Residence
 - Other (must specify)
7. The Confirmation of Date of Entry & Status In Canada section of the Student Documentation Verification form must be completed for all students who have entered Canada for the first time within the past four (4) school years, and who were born in a qualifying country (a country other than Canada, United States, United Kingdom, Ireland, New Zealand and Australia). One of the following documents must be provided to confirm country of birth and date of first entry into Canada:
 - Foreign Passport
 - Confirmation of Permanent Residence Status
 - Permanent Resident Card
 - Canadian Passport or Canadian Citizenship Card



- Work/Study Permit
 - Refugee Claimant or Eligibility of Interim Federal Health Benefits
 - Other (must specify)
8. As a result of the open access provision of the Education Act, there is no requirement that registrants for secondary school change tax support if they are public school supporters. However, it is still important to the system to know whether they are Catholic school electors. An Application for Direction of School Taxes and Separate School Support Lease is included as part of the student's registration package.
9. All parents/guardians of secondary students or students (if 18 years old or 16 years of age or older who have withdrawn from parental control), must submit all required documentation before the student is admitted to class. Once a student is considered fully registered, they must be placed in an appropriate class or program and timetable must be created.

REFERENCES:

- [The Education Act and Regulations](#)
- [BHNCDSB Mission and Motto](#)
- [Ontario Catholic School Graduate Expectations](#)
- [STU 200.02 – Fees for Learning Materials and Activities](#)
- STU 200.25.AP – Out of Boundary/Jurisdiction Admissions
- STU 200.43.AP – Catholic Secondary School Religious Studies Courses – Requests for Exemption

FORMS:

- STU 200.15.F01 - Secondary Student Registration
- STU 200.15.F02 - Withdrawal from Parental Control
- STU 200.15.F03 - Student Documentation Verification
- STU 200.15.F04 - Application for Direction for School Support
- STU 200.15.F05 - Catholic School Support Lease

APPENDICES:

- STU 200.15.XA - Registration of Secondary Students
- STU 200.15.XB - Special Circumstances (Secondary)
- STU 200.15.XC - Your Child's Education: A parent guide to Ontario's school system

DEFINITIONS:

Administrator: refers to a Principal or Vice-Principal of a particular school.

Resident Student: an admissible student who lives within the boundaries of the Board.

Non-Resident Student: an admissible student who lives outside the boundaries of the Board whether that be within or outside the Province of Ontario or fee-paying students.

Home School: refers to the school that is located in the same attendance boundary as the student's parent/guardian's residential address.

Guardian: a person who has lawful custody of a child, other than the parent of the child.

Roman Catholic: for the purposes of this Policy and Administrative Procedure, shall mean a member of the Roman Catholic Church or a member of the Eastern Rite of Catholic Church that is in union with the See of Rome.



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

STUDENT REGISTRATION FORM - SECONDARY

STUDENT INFORMATION:

Student's Legal Name: _____
Last First Middle

Student's Preferred Name: _____
(if different from above) Last First Middle

Street Address: _____ Apt. # _____ City: _____ Postal Code: _____

Rural Address: RR# _____ Road Number/Name: _____

Mailing Address (if different from above): Postal Box: _____ Postal Code: _____

Document Used for Proof Of Residence _____ Address Verified by: _____
(i.e., Utility Bill/Driver's Licence) (School Official or Designate)

Telephone Number: _____

Birth Date: ____/____/____ Admitting into Grade: _____ Gender: Male Female
Year Month Day

Student Baptized Roman Catholic: Yes No

Date Baptized: ____/____/____ Name of Church where Baptized: _____
Year Month Day

School Tax Support of Present Residence: Separate School Public School

LAST SCHOOL ATTENDED:

Name of School: _____ School Board: _____
Address: _____ Postal Code: _____
Phone Number: _____



PARENTS AND/OR GUARDIANS:

Address (if different from Student): _____

Lives with Student: Yes No

Employer: _____ Occupation: _____

Phone #: Work: _____ Ext.: _____ Available at Work? Yes No Phone #:

Home: _____ Cell: _____

Mother's/Guardian's E-mail Address: _____

Religion: Roman Catholic? Yes ☐ No ☐ Parish: _____

Father/Guardian Name: _____

Address (if different from Student): _____

Lives with Student: Yes No

Employer: _____ Occupation: _____

Phone #: Work: _____ Ext.: _____ Available at Work? Yes No Phone #:

Home: _____ Cell: _____

Father's/Guardian's E-mail Address: _____

Religion: Roman Catholic? Yes No Parish: _____

CUSTODY:

Please indicate if the school administration should be aware of any such Court Order for the protection of your child. Yes
No If 'yes', please make arrangements to discuss this situation with the school principal.
Legal documentation will be required.

STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION: A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: _____

Original Date of Entry into Canada: ____/____/____
Year Month Day

Province of Birth: _____

Aboriginal Student Self-Identification (voluntary information): First Nation Métis Inuit

Student is a member of Six Nations New Credit Other _____

Resident of Reserve: Six Nations of the Grand River Mississaugas of the New Credit

Citizenship Status: Canadian

Permanent Resident (Landed Immigrant) Date on PR Documentation ____/____/____ Verified By: _____
Year Month Day (School Official or Designate)

Student Visa Other Visa _____ Expiry Date: ____/____/____
Year Month Day

First Language Spoken: _____

Interpreter Required: Yes No

Tuition Paying Student: Yes No



EMERGENCY CONTACT: In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

Emergency Contact #1 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:

Emergency Contact #2 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:

MEDICAL INFORMATION:

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?

No Health Concerns Life Threatening Allergies/Conditions Physical Disabilities Allergies Serious Illness Asthma

Please explain: _____

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes No

Health Card # (optional): _____

Doctor: _____ Phone Number: _____

SPECIAL PROGRAMMING:

Has your child previously received English as a Second Language Assistance? Yes No

Has your child previously received Special Education Assistance through an Individual Education Plan? Yes No

Has your child participated in the Identification Placement and Review Committee (IPRC) process? Yes No

Does your child have any Physical Needs?: Vision ☐ Hearing ☐ Toileting ☐ Medication ☐ Mobility ☐

Does your child use any assistive devices? Please specify: _____

Does your child currently receive support from any Community agencies? Please specify: _____



QUESTIONNAIRE FOR ADMISSION

Last School Attended : _____

Have you been suspended from school in the past year? Yes No

Have you ever been suspended from school for a violent act? Yes No

NOTES:

1. The information you have provided is collected under the legal authority of section 265(d) of The Education Act, R.S.O., 1991 Vol. 2, C.10, 5.6, and may be used for administrative purposes related to school programs and records and for determining eligibility for attendance. Questions should be directed to the Principal.
2. A school transfer could affect eligibility to participate in sports.
3. Admission is considered conditional pending receipt and review of the student's records from his/her previous school. Falsifying information on this form will rescind the admission.

Your previous Principal or his/her delegate is asked to comment on the following:

- | | | |
|----------------|-------------------------------------|---------------------------------------|
| 1. Attendance | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |
| 2. Behaviour | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |
| 3. Achievement | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |

General comments: _____

Principal Signature: _____ Date: _____

I, _____ authorize school staff to contact my previous principal or delegate as required.

Student Signature: _____ Date: _____

INFORMATION COLLECTION AUTHORIZATION

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Under the Education Act, transportation is an educational purpose. Whether it is a class trip or transportation to school, most of our students will ride a school bus. The Brant Haldimand Norfolk Catholic District School Board has an agreement with Student Transportation Services - Brant Haldimand Norfolk (STSBHN) to share student data including personal information. Examples of information that is shared includes (but is not limited to) a student's home address (for bussing to school) or a student's emergency contact name and phone number (on hand for bussing during a class trip). STSBHN is bound by the same 'acts' as the Board (PIPEDA, MFIPPA, PHIPA) and handles the personal information they receive accordingly.

I consent to the collection, use and disclosure of personal information to Student Transportation Services Brant Haldimand Norfolk.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____



Special Circumstances Defined

Custody Issues

- All students under the age of 18 **must** live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress, and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.
- Staff should **not** encourage or suggest that students who reside outside of the jurisdiction of the Board become BHNCD SB students by having a relative or friend assume legal custody. It is most important to remember that a custody application is a serious undertaking which can involve the Family Court with a hearing before a judge. Even the simpler guardianship form carries serious legal obligations related to the acceptance of custody. The person applying for custody is taking full responsibility for the child. There is no such thing as custody for educational purposes.
- Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.
- Students in the process of being adopted – A student may be registered if:
 - the school has received proof that adoption proceedings have been initiated; and
 - a letter of intent is provided.

Students with Immigration Documents

- Schools registering students holding the following types of documentation must be referred to the Executive Assistant, Business Services for guidance prior to registering at the school.
 - Applicants for Permanent Resident status / Approval in Principle (sponsorship within Canada)
 - Minister's Permits (and/or extension thereof)
 - Student Authorization (accompanying dependents of Work Permit holder) or Parent Study Permit holder
 - Visitor's Visa
 - Study Permit (fee paying international students)
 - Refugee claimants/convention refugees

Board staff are **not** to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Business (or delegate).

Non-Resident of Canada (International) Students

The following is a summary of the procedures for the admission of Non-Resident of Canada (International) Students:

- The procedure and process will be administered through Business Services, in consultation with the school Superintendent for which admission is being sought. The schools will not independently approve admission of any international students.
- Any new non-resident of Canada students requesting information or admission to a school in the Board should be directed to Executive Assistant, Business Services.



- The Executive Assistant, Business Services will review the request of a student with the Administrator (or designate) and determine whether or not a space/pupil place is available in the school to accommodate the non-resident of Canada (International) student. If space is available, the student will complete the appropriate registration forms.
- A Letter of Acceptance addressed to Immigration, Refugee, and Citizenship Canada will not be issued by the Superintendent of Business until the Executive Assistant, Business Services is in receipt of the following documents:
 - Application, tuition, and other applicable fees (certified cheque or money order).
 - Study or appropriate work permit
 - Once the required registration forms and documentation have been provided and verified, the school will add the student to the pre-registration section of the student information system. The school is not to allow admission of these students until the school has received confirmation that the student's tuition fee has been paid, by the Executive Assistant, Business Services.
- Upon arrival to Canada with a valid Student Authorization issued by Citizen and Immigration Canada, the student must supply the following:
 - A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
- All appropriate documentation for new and returning students must be provided to Business Services prior to the end of August, in order that sufficient opportunity is given to process the application.

Refugee/Convention Claimants

Board staff are **not** to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Business (or delegate). Schools registering students holding refugee claimant status must contact the Executive Assistant, Business Services.

In addition to the registration form and documentation required, the following is provided to the as part of the registration process at the school, prior to being allowed admission into the school:

- Student authorization from Immigration, Refugees, and Citizenship Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
- Evidence must be presented of enrolment in the Interim Federal Health Program (IFHP) or private health Insurance.

Student without Status or Illegal Students

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

- Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.
- Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
- Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
- The Board shall require proof of application with Immigration, Refugee, and Citizenship Canada (IIRC) within one week of the date of registration; in the absence of proof the Board may file a report with the IIRC



Minor students without status or minor students who are “illegal immigrants” who are dependent of a person with status shall be registered at the school without the payment of fees, subject to the following:

- Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.
- Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
- Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
- The Board shall require proof of application with IIRC within one week of the date of registration; in the absence of proof the Board may file a report with the IIRC

Exchange Students

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education’s requirements, may be registered at a school without the payment of fees, subject to the following:

- That a reciprocal agreement has been signed with a Board, authority, or agency whereby a pupil of the Board is also scheduled to attend a school outside of Canada without the payment of a fee.
- That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: adequate medical insurance coverage, confirmation of inoculations as required by the Ontario Ministry of Health, as these pertain to school-aged students, confirmation of the last grade successfully attended by the student, confirmation by way of completing the Board’s official letter stating that there isn’t a custody issue related to the student.
- That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.



Your Child's Education

A parent guide to Ontario's school system

Your voice is important in your child's learning, and can make all the difference in their academic and personal success. When parents play an active role in their child's education, students are inspired to achieve their full potential.

Ontario is committed to increasing accountability and transparency for parents and families. **Here are ways you can actively participate in your child's education journey:**

- Decide which type of publicly funded school they attend
- Choose learning options, for example, secondary school programs
e.g. Specialist High Skills Majors
- Follow what your child is learning in school
- Learn about key dates in the school year
- Opt out of certain learning
- Know how your child is doing in school
- Learn about suspension and expulsion processes
- Attend a school council meeting or parent involvement committee meeting
- Know about specialized supports to help all children succeed



Visit ontario.ca/EducationGuide for more information so you can make informed decisions about your child's education.