

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

- October 1st - Registration opens for the following school year
- Families can submit school applications at any time, but early registration is always better
- Please register online at <https://www.sd33.bc.ca/registration>
- Placement is determined based on the student's current Principal Residence. A [Principal Residence](#) is the usual place where an individual lives, makes their home, conducts their daily affairs, receives mail and resides for more than 50 percent of the calendar year

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 at the time of registration. Please refer to the E-Registration [Frequently Asked Questions](#) for more information about Proof of Residency.

2. Out of Catchment Students:

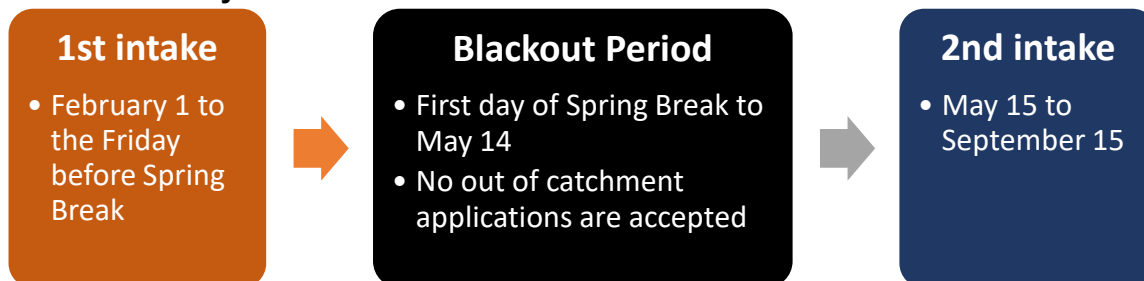
Families may apply to schools outside their catchment area. Students applying from

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outside the catchment will be placed on a waitlist in the order their applications are received (Date and time).

Applications from out of catchment students will only be considered after all in-catchment students have been placed, and only if space is available. The timelines are as follows:

Secondary Schools



Elementary and Middle Schools



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.

4. Feeder School Transition:

Students will not be automatically pre-transitioned to their receiving school ([Families of Schools](#)). Placement is determined based on the student's current Principal Residence regardless of their sibling's current school (if applicable). A [Principal Residence](#) is the usual place where an individual lives, makes their home, conducts their daily affairs, receives mail and resides for more than 50 percent of the calendar year.

- If a student has moved out of their current school catchment or has been accepted into their current school as an out-of-catchment student, they may remain at that school of record as long as space is available or until pre-transitioned into a middle or secondary school.
- Students will be pre-transitioned to their physical catchment middle or secondary school based on current Primary Residence. If a student wishes to attend a middle or secondary school outside of their catchment area, they will be required to

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complete an online registration form. Out of district students currently registered in our schools will be pre-transitioned based on available space.

- [One Campus](#) Students or students new to the program will need to reapply annually. Refer to [Administrative Procedure 338](#) – Specialty Academies and Programs.
- **Priority for Enrollment:** If space and resources are limited, students will be admitted according to the following priorities:
 1. **Continuing In Catchment Students** – Students currently enrolled in the school
 2. **New In Catchment Area Students** – New students residing within the catchment area
 3. **Siblings of Continuing Students** – Non-catchment area students with siblings currently attending and continuing to attend that school the following year
 4. **Non-Catchment Area Students** – Students residing within the District but outside the catchment area
 5. **Non-District Students** – Students from outside the District

Misrepresentation

Applicants should note that a false statement about a student's Principal Residence will result in:

- the District or School Principal repealing the student's placement
- the student transitions back to their catchment school
- Procedural consequences through BC School Sports may apply

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 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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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. Please refer to the [Transportation Policies and Administrative Procedures](#) for more information.

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 338](#) Specialty Academies and Programs, the host school will ensure that 33 percent 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.

If a student withdraws from a District Choice Program, Specialized Program or Specialty Academy, the student will return to their catchment school.

Appeals Process:

As per [Policy 390](#) – Resolving Concerns, if a parent/guardian/caregiver has a concern about their student's placement that can not be resolved at the school level, the concern may be brought to the appropriate Assistant Superintendent, and then, if necessary, to the Superintendent of Schools for consideration.

Pursuant to the Board of Education [Bylaw 4](#): Appeal Procedure and Section 11 of the BC School Act, a student and/or the student's parent/guardian/caregiver may appeal decisions taken by District personnel that they believe significantly affects the education, health or safety of the student, once the above steps have been considered.