



## **AP-I-101.1 Registration and Admission of Students Administrative Procedures**

### **BACKGROUND & RATIONALE**

In order to create an opportunity for all families that would like to join the FFCA community, we moved to a lottery system for any student (other than siblings or priority status students) added to the waitlist as of October 1, 2016. Due to the long waitlists and high retention rate at FFCA, we have had to implement the following procedures to ensure all stakeholders are aware of our admissions process. The first step to registration at FFCA is the submission of a Waitlist Application online. This includes uploading a copy of the birth certificate, a document verifying the student's home address, and a current report card (if already attending school). The placement at a campus is determined by the home address and grade level.

### **PROCEDURES**

#### **Campus Designation**

FFCA has defined attendance boundaries for each campus. Students are assigned to a campus according to their home address. During your child's registration, you will be required to produce the original of one of the following documents to verify your home address (either a driver's license, offer to purchase/lease, or utility bill). Please notify the waitlist coordinator by November 30 to ensure you are placed on the correct waitlist if you plan to move before the following school year. If the child does not live within the campus boundary and no arrangements were made regarding an impending move, they will be transferred to the correct waitlist. Children are then sorted on the new waitlist according to their original application date, if they are on the Ranked System. If in the Lottery System, they will be added to the lottery pool for the new campus. Once the lottery is run after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining. The following year, the student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result. School bus transportation is available at a fee for those living within the defined campus boundaries.

Families living outside Calgary city limits may choose the campus they wish their child(ren) to attend. If they want to access an existing bus route within city limits, parents can pay the applicable bus fees, provided there is space available on that route for additional passengers.

#### **Internal Transfer Requests**

FFCA will only accommodate an Internal Transfer after a student has completed one full year with FFCA – exceptions may be made for children of staff. The transfer requests are done through the Online Waitlist System. Both parents/guardians must be aware of the transfer request and they must both be listed on the application (exceptions can be made accordingly with an uploaded custody order). FFCA STAFF: ensure all communication is done through email and that both parents/guardians are always included.

If your family is moving to a home outside the boundary of your child's current campus, your child may remain at that campus, but you will be responsible for transporting your child to and from school. Bussing is not available outside the designated campus boundaries. If you require

transportation, you will need to apply for an internal transfer to the campus designated for your new address. Internal transfers take effect in Aug/Sep of each year; there are no mid-year transfers. You may apply on or after the first day of school for the following school year, and the application should be in place by March 1 to have the best opportunity to transfer for the upcoming school year. Transfers depend on a seat becoming available in the grade your child requires at the desired campus. We cannot guarantee that space will be available for all of your children in the same year. Please see #1 and 3 (Internal Transfer Requests) below for additional information.

If the Internal Transfer Request is NOT accommodated and you would like your child to remain on the list for the following year, you will be required to renew the application during the fall renewal period to maintain the order in which you applied for the transfer.

## Waitlist

Students are accepted from the waitlist in the following order:

1. **Internal Transfer Request (students at multiple campuses).** A parent who has children attending different FFCA campuses (one inside the defined attendance boundary and one outside the defined attendance boundary) may request an internal transfer to the designated campus within the defined attendance boundary. See Internal Transfer Requests above.
2. **Deferred Admission Priority Status.** FFCA campus administration, in consultation with parents, and other professionals who work with the child, feel that delayed admission to FFCA combined with intensive (PUF) support in another pre-kindergarten and/or kindergarten program provides the greatest chances of short and long term success for the child. Terms:
  - 2.1. Student is eligible for a place in an FFCA kindergarten class based on their position on the waitlist or name being selected in the lottery AND student is receiving / eligible to continue to receive PUF funding through another educational agency.
  - 2.2. Student will be placed on a Deferred Admission Priority List for Grade 1 (based on date of admission deferral) for the following school year as determined by campus administration, in consultation with parents.
  - 2.3. Student will be offered a place in grade one following re-registration of existing students PRIOR to internal transfers and admission of siblings or waitlist students in accordance with *AP-I-101.2 Kindergarten Admission and Orientation* AND under the following conditions:
    - 2.3.1. space exists in grade one.
    - 2.3.2. the campus administration, in consultation with parents, feel that the student has a reasonable likelihood of being successful in grade one.
    - 2.3.3. should parents choose to have their child repeat kindergarten and the Alberta Education funding has been exhausted (funding eligibility is evaluated on an individual basis as outlined in the *Base Instruction Funding Manual*), they can do so upon payment of the cost of the program. Refer to *AP-I-101.2 Kindergarten Admission and Orientation* for further details.
    - 2.3.4. if space is not available in grade one and the child is not repeating kindergarten, the student may remain on the deferred list for an additional year after which they are placed back on the waitlist with their original date of entry.
    - 2.3.5. If parents deny placement into grade one when offered a position, the student's name will be removed from any waitlist.

3. **Internal Transfer Requests.** A parent with a child who attends an FFCA campus may request to transfer to a different campus according to the Internal Transfer Requests Procedure above. Requests will be processed in the following prioritized order:
  - 3.1. the family has moved to a home within the campus boundary,
  - 3.2. a staff member with a child already attending FFCA, and
  - 3.3. convenience requests from all other parents.
  
4. **Sibling Status.**
  - 4.1. A child who has a brother or sister attending FFCA for at least one full academic year, will be granted sibling status. Their application date is then changed to reflect the date they became a sibling on the wait list. They will be sorted by the new application date on the sibling list.
  - 4.2. A child of a current, permanent staff member will be granted sibling status. Their application date is the date they submitted their wait list application. Employees who resign their position at FFCA will no longer continue to have sibling status for their children on the wait list. This does not apply during an approved leave of absence or maternity leave but would apply in the event of a resignation at the conclusion of the leave.
  - 4.3. Once a student leaves FFCA, their siblings will be eligible for sibling status for the following academic year only. The sibling/s will then be sorted by the application date on the general wait list. Should the application date be after October 1, 2016, the sibling will be added to the future lottery pool. If parents request Priority Status for the exiting FFCA student, this status does not apply to siblings who do not attend FFCA.
  
5. **Priority Status.** In the event that a student must withdraw from FFCA and may be returning after a period of time, it is possible to obtain Priority Status from the Principal Educator prior to their departure. Parents must fill in a waitlist application to have their child's name added to the waitlist, and the application must be renewed on time in order to maintain Priority Status. Priority status is effective for a maximum period of two years. The entry date onto the waitlist for priority status students is determined by the last date of attendance. Priority status does not apply to siblings who do not attend FFCA.
  
6. **General Wait List.** All other ranked children on the waitlist are sorted according to entry date. Beginning on October 1, 2016, all children/students added to the waitlist will no longer have a rank but will be chosen by lottery.

If a parent declines admission or an intake interview, the child will be removed from the Waitlist or have the application date removed and be added to the future lottery pool.

### **Grade Placement**

Grade placement will be determined by the Principal Educator for the campus of enrollment as per *AP-I-301.2 Student Evaluation and Grade Placement*.

### **Fees**

Required fees will be paid at the time of registration, as per *AP-D401.1 School Fees*.

## Registration Process – waitlist children

For Kindergarten Admission information, please see *AP-I-101.2 Kindergarten Admission and Orientation*.

### Pre-registration

After re-registration for current students has taken place, campuses will contact families from the waitlist between April and September according to the defined order above. Parents may be contacted, via email, to have the child take part in an intake interview. Emails are sent to those families whose child's rank order or selection from the lottery list would make them eligible for a possible placement. This pre-registration process requires parents to provide the most recent report cards among other documents (see 'Campus Designation' section above) and respond by the deadline indicated in the email. Timelines are set for this step to be completed, and failing to do so will jeopardize a child's placement.

- Communication will be provided to parents/guardians using all available contact information, and campuses will make every effort to inform parents when steps have not been completed.
- We only accept students up to September 30; therefore, the deadlines can be very tight in order for us to ensure we have reached our budgeted student count.
- In September, parents/guardians will need to accept the placement **within 24 hours of the offer** to move to the registration process to confirm their child's attendance at FFCA.
  - If parents are contacted on or after September 15 and they choose to decline in order to limit the disruption to their child's academic year, the student will not lose their application date.
- A decline in all other circumstances (including no response to our communication) will result in the child's name being removed from the waitlist or added to the lottery pool.

### Lottery System

A lottery system was implemented on October 1, 2016. All children added to the waitlist as of that date will not have a rank associated with their name. Any waitlist that exhausts all ranked children will move to a lottery to determine admission. While our first kindergarten lottery will be 2022/23, other grades may move to a lottery sooner or later than that due to the differing lengths of waitlists and the rate at which current students transfer out.

### Child Placement

Placement will be confirmed with parents/guardians and steps will be provided for registration and payment of fees. Parents/guardians are required to complete the online registration and pay fees in a timely manner, as per 'Pre-registration' section above, to assure their registration.

### Parent Orientation

- A session will be held for parents/guardians whose child has been placed in a class at FFCA. Attendance at this session is strongly encouraged.
- This session provides information on items such as:
  - Uniform information (AP-I-501.1 Uniforms and Policy 14 Uniforms)
  - Grade-level expectations
  - School supplies
  - Parent Partnership
  - School calendar

### Family Orientation Conferences

- Prior to the first day of school, a mandatory conference is scheduled for parents/guardians and their child to meet with the assigned teacher or grade-level teachers, as per *AP-I-301.3 Family Orientation Conferences*.

### **Re-Registration Process – current FFCA students**

In the spring, each individual campus will send home information regarding the process for completing re-registration through the online system by the dates indicated. Any opening that comes available due to a current student not re-registering will be filled from the waitlist according to the defined order above. If the family has moved or plans to move, see Internal Transfer Request process above.

Original Approval Date: September 13, 2012  
Revision Dates: May 21, 2020; November 15, 2021  
References: Education Act  
Charter Schools Regulation  
AP-I-101.2 Kindergarten Admission and Orientation  
AP-I-301.2 Student Evaluation and Grade Placement  
AP-I-301.3 Family Orientation Conferences  
AP-D-401.1 School Fees