

DATE: May 2, 2023

TO: Board of Trustees

FROM: Trustee Marcia Hole, Policy Review Committee
Trustee Jan Sawyer, Chair, Policy Review Committee
Trustee Saadiq Sumar, Policy Review Committee

SUBJECT: Board Policy HC.BP Student Accommodation
Board Policy HEC.BP Student Admission to the District

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Naimo Bille, Grace Cooke, Kelsey Duebel, Gail Haydey, Valerie Leclair, Nancy Petersen, Wanas Radwan

REFERENCE: [Board Policy CH.BP – Framework for Policy Development and Review](#)

ISSUE

The Policy Review Committee has reviewed Board Policies HC.BP Student Accommodation and HEC.BP Student Admission to the District as part of their 2022-2023 work plan and is presenting the updated policies to the Board of Trustees (the Board) for first reading at public Board.

BACKGROUND

The Board is committed to providing welcoming, inclusive, safe and healthy learning and working environments, and recognizes that having a choice in which school and program to attend is important for families and students. The current shortage of space and resources in relation to increasing student enrolment impacts the Division's ability to enrol every student in their program or school of choice. The Board recognizes that these realities create challenging circumstances for families and students and can be difficult to navigate.

Board Policies HC.BP Student Accommodation and HEC.BP Student Admission to the District provide direction on enrolment in the Division for resident students and non-resident students. The Board's policies must comply with the requirements for admitting and enrolling students set out by the *Education Act*. In alignment with this direction, the Division outlines processes to manage enrolment in Administrative Regulation HC.AR Student Admission and Enrolment.

The review of Board Policies HC.BP Student Accommodation and HEC.BP Student Admission to the District aims to make changes that provide clarity to families and students around admission and enrolment and outline the principles and values that guide Division processes.

RELATED FACTS

- Updates to Board Policies HC.BP Student Accommodation and HEC.BP Student Admission to the District have been informed by Policy Review Committee meetings in the 2022-2023 school year on September 7, October 21, February 27 and March 16.
- Revisions include changes to the titles of both policies to support clarity.
 - HC.BP Student Accommodation is changed to HC.BP Resident Student Enrolment.

- HEC.BP Student Admission to the District is changed to HEC.BP Non-Resident Student Admission and Enrolment.
- The *Education Act* provides direction on school authority responsibilities for admissions and enrolment.
 - Both policies have been updated to align with legislative direction.
- Revisions to Board Policy HC.BP Resident Student Enrolment outline the Board's intent, principles and values in relation to the enrolment of resident students, specifically to:
 - Provide a range of school and program choices while supporting high quality learning environments for all.
 - Respond to varying enrolment pressures while ensuring enrolment processes are predictable, equitable, transparent and sustainable.
- The policies have also been updated to support the direction of Administrative Regulation HC.AR Student Admission and Enrolment which was revised in 2021 in response to increasing enrolment pressures and the need for a timely update to Division growth control processes.
 - The revised policies direct readers to the administrative regulation for information on these processes.
- After first reading of the both policies, it is the intent of the Policy Review Committee to proceed with stakeholder engagement through a public online survey to collect feedback on the first draft of both policies and inform the final draft of both policies.

RECOMMENDATION

1. **That Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment be read for the first time and approved for stakeholder feedback.**

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve first reading of both policies.
2. Provide the Policy Review Committee with feedback to inform revision of the documents to support approval of first reading at an upcoming Board meeting.

CONSIDERATIONS and ANALYSIS

The proposed revised Draft Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment support clarity, feasibility, alignment with the *Education Act* and reflect Board values and current practices in place to manage admissions and enrolment.

The Policy Review Committee's 2022-2023 work plan includes a review of Board Policies HC.BP Student Accommodation and HEC.BP Student Admission to the District. Approval to move forward with the drafts of both policies will align with this timeline.

NEXT STEPS

Upon approval of the recommendation, the draft policies and a public survey will be posted to the Division website for four weeks to gather stakeholder feedback.

ATTACHMENTS and APPENDICES

- ATTACHMENT I Draft Board Policy HC.BP Resident Student Enrolment
ATTACHMENT II Draft Board Policy HEC.BP Non-Resident Student Admission and Enrolment

JS:nb

CODE: HC.BP

EFFECTIVE DATE: (17-01-2012)

TOPIC: Resident Student Enrolment

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2030)

PURPOSE

To outline the Board of Trustees' (Board) direction for the enrolment of resident students in Division schools, in accordance with the *Education Act, S.A. 2012, c.E-0.3*, as may be amended from time to time.

DEFINITIONS

Attendance area is the geographical area designated to a specific Division school.

Growth control processes refer to Division processes to manage enrolment growth.

Resident student refers to a resident student as defined in Section 4 the *Education Act*, as may be amended from time to time.

Non-resident Student refers to any student who does not meet the criteria for a resident student.

POLICY

The Board endeavours to provide resident students and their families a range of school and program enrolment choices while also providing high-quality learning environments for all students. In addition, the Board expects the Division to be responsive to varying enrolment pressures across attendance areas while ensuring that processes to manage enrolment are predictable, equitable, transparent and sustainable.

In accordance with the Section 10 of the *Education Act*, as may be amended from time to time, a resident student will be enrolled in the school requested by their parent/guardian if, in the opinion of the Superintendent of Schools, there are sufficient resources and facilities available to enrol the student.

If, in the opinion of the Superintendent of Schools, there are not sufficient resources and facilities available to enrol a student in their preferred school, the Superintendent of Schools may direct the student to any school in the Division in accordance with *Education Act* Section 10 requirements and the Division's growth control processes. The Superintendent of Schools will outline growth control processes through administrative regulation.

The Superintendent of Schools is responsible for establishing school attendance areas, reviewing attendance areas in response to emerging contexts that may necessitate change (including, but not limited to, the opening of a new school) and informing the Board of any modifications to attendance areas.

ACCOUNTABILITY

The Superintendent of Schools will be responsible for implementing this policy through appropriate regulations and communication with the Board of Trustees and Division stakeholders, including staff, students and parents/guardians.

REFERENCES

CHA.BP - Board Delegation of Authority

DEA.AR - Transportation Services

HB.AR - Student Placement

HEC.BP - Non-Resident Student Admission and Enrolment
Education Act Sections 3, 4, 7, 10, 52, 53(2)

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CODE: HEC.BP**EFFECTIVE DATE:** (12-06-2012)**TOPIC:** Non-Resident Student Admission and Enrolment**ISSUE DATE:** (14-06-2012)**REVIEW YEAR:** (2030)

PURPOSE

To outline the Board of Trustees' (Board) direction for decisions related to the admission and enrolment of non-resident students in the Division, in accordance with the *Education Act*, S.A. 2012, c.E-0.3, as may be amended from time to time.

DEFINITIONS

Growth control processes refer to Division processes to manage enrolment growth.

Resident student refers to a resident student as defined in Section 4 the *Education Act*, as may be amended from time to time.

Non-resident student refers to any student who does not meet the criteria for a resident student.

POLICY

The Board recognizes its responsibility to students who are eligible for access to education in Alberta, in accordance with Section 3 of the *Education Act*, as may be amended from time to time.

In accordance with Section 10 of the *Education Act*, as may be amended from time to time, after upholding the Division's responsibility to enrol each of its resident students in a Division school, a non-resident student may enrol in a Division school where, in the opinion of the Superintendent of Schools, sufficient space and resources permit.

When enrolling a non-resident student, the Board may set fees in the following circumstances:

1. Tuition Fees

Annually, the Board will establish a schedule of Division tuition fees to be charged to students who are not entitled to access to education in Alberta, as per the Section 13 of the *Education Act* and the *Funding Manual for School Authorities*, including:

- a. International students.
- b. Alberta non-resident students (i.e., students who are Canadian citizens but whose parents do not reside in Alberta).
- c. Individuals who are 20 years of age or older on September 1 of a given year.

2. Sponsorship Fees

Annually, the Board will establish a schedule of sponsorship fees. The Board may pursue sponsorship fees from other school jurisdictions for non-resident students who may necessitate additional funding from their resident board.

REFERENCES

CHA.BP - Board Delegation of Authority

HC.BP - Resident Student Enrolment

HC.AR - Student Admission and Enrolment

Education Act Sections 3, 4, 7, 10, 12, 13, 14, 52

Alberta Education Funding Manual for School Authorities

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