

**DATE:** June 20, 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:** Second, third and final reading of Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment

**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](#)

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## ISSUE

The Policy Review Committee is presenting Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment to the Board of Trustees (the Board) for second, third and final 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 Board also recognizes that current realities around school space and resources, combined with an increasing student enrolment, result in some challenges related to school space and family choice.

Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment 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 growth control processes in Administrative Regulation HC.AR Student Admission and Enrolment.

The updates to these policies aim to provide clarity to families and students around admission and enrolment and outline the Board's principles and values that guide Division processes.

## RELATED FACTS

- At the May 2, 2023, Public Board Meeting, the Board of Trustees completed the first reading of Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment and approved the draft policies for stakeholder feedback.
- An online public survey was open from May 5, 2023, to June 2, 2023, to collect feedback from stakeholders on the first drafts of the policies. A total of 129 stakeholders provided feedback through

the survey, with 68 individuals completing the entire survey. The majority of survey respondents were EPSB parents/guardians (approximately 85 per cent), while the rest were EPSB students (approximately 7 per cent), staff members (approximately 6 per cent) and community members (approximately 2 per cent).

- The raw feedback from the survey, both quantitative and qualitative, was provided to the Policy Review Committee for review on June 8, 2023.
  - Respondents' feedback around clarity of definitions and policy sections ranged from 80-90 per cent confirmation of clarity, depending on the definition or policy section.
- As a result of the feedback shared, changes have been made to revise language and clarity of the direction being set by both policies. These revisions reflect the following:

*Board Policy HC.BP Resident Student Enrolment*

- Refinement of language to support increased clarity; this resulted in a shift away from some language pulled directly from legislation to plain language to state the same concept.
- Reinforcing the importance of consistent processes to be used by the Division to:
  - Support enrolment of resident students in their designated or requested school.
  - Support enrolment for resident students if their preferred school does not have sufficient space and resources for enrolment.
- The addition of definitions (for the terms “designated school”, “overflow designated school” and “space in planned classes”) to support further clarity around language used in the policy.
- Providing additional information relevant to attendance areas. This includes acknowledging the importance of providing consistency while remaining responsive to changing contexts related to the interplay between space and enrolment.
  - This revision also included the addition of the expectation of communicating changes to attendance areas with families.

*Board Policy HEC.BP Non-Resident Student Admission and Enrolment*

- Clarifying the definition and purpose of sponsorship fees and tuition fees, including when these fees apply.
- Providing additional information about enrolment decisions relevant to non-resident students in alignment with the Division’s growth control processes (i.e., clearly outlining that resident students are prioritized for enrolment in Division schools before non-resident students).

## RECOMMENDATIONS

- 1. That Board Policy HC.BP Resident Student Enrolment be read for a second, third and final time and be approved.**
- 2. That Board Policy HEC.BP Non-Resident Student Admission and Enrolment be read for a second, third and final time and be approved.**

## OPTIONS

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

1. Support the recommendations to approve Board Policies HC.BP Resident Student Enrolment and HEC.BP Non-Resident Student Admission and Enrolment.
2. Complete the second reading of these policies and direct the Policy Review Committee to adopt revisions to these policies prior to a third and final reading.

**CONSIDERATIONS and ANALYSIS**

The proposed revisions will support alignment with relevant legislation set out in the *Education Act* and current practices used by the Division. Both of the draft policies have been informed by the work of Division subject matter experts and stakeholder engagement.

In the Policy Review Committee's work plan, the intended timeline to have this policy work completed is the 2022-2023 school year. Approval to move forward with these policies will align with this timeline.

**NEXT STEPS**

Upon approval of the recommendation, the updated policies will be posted to the Division website and the Superintendent of Schools will oversee necessary steps to support implementation of the updated policies.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Board Policy HC.BP Resident Student Enrolment

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

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**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.

**Designated school** is the school identified for resident students residing in a particular attendance area.

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

**Resident student** includes a student who has at least one parent or legal guardian living in Edmonton who is not Roman Catholic and any other student who is defined as a resident student in Section 4 of 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.

**Overflow designated school** is the school identified for resident students who are unable to access their designated school, in alignment with the Division's growth control processes.

**Space in planned classes** refers to the maximum number of students in a specific grade or program at a school, based on available classrooms and the principal's instructional organization of the school.

## 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 consistent, equitable, transparent and sustainable.

Subject to the Division's growth control processes and Section 10 the *Education Act*, as may be amended from time to time, a resident student will be enrolled in their designated school or another Division school requested by their parent/guardian. 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 student may attend their overflow designated school or another Division school with space in planned classes, in alignment with the Division's growth control processes. The Superintendent of Schools will outline growth control processes through an

administrative regulation addressing enrolment.

The Board believes that, to support consistency for families, attendance areas should ideally be kept as consistent as possible from year to year. However, the Board also recognizes that, in response to changing contexts, changes to attendance areas are sometimes necessary. 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).
- Informing the Board of any modifications to attendance areas and ensuring any changes are communicated to families.

## **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.BP - Student Transportation  
DEA.AR - Transportation Services  
HB.AR - Student Placement  
HC.AR - Student Admission and Enrolment  
HEC.BP - Non-Resident Student Admission and Enrolment  
*Education Act* Sections 3, 4, 7, 10, 52, 53(2)

**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** includes a student who has at least one parent or legal guardian living in Edmonton who is not Roman Catholic and any other student who is defined as a resident student in Section 4 of 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.

**Sponsorship fees** refer to the fees charged to another school division for the enrolment of a non-resident student who may require additional funding from their resident board.

**Tuition fees** refer to the fees charged to students who are not entitled to have access to an education program in Alberta (i.e., students who are non-resident students of the Board or any other board or Government).

## POLICY

Subject to the Division's growth control processes and Section 10 of the *Education Act*, as may be amended from time to time, resident students are prioritized for enrolment in Division schools before non-resident students. In addition, subject to growth control processes, non-resident students may only be enrolled in Division schools where, in the opinion of the Superintendent of Schools, sufficient space and resources permit.

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

### A. SPONSORSHIP FEES

Other school divisions may be required to pay the Board sponsorship fees as part of agreements in which the Board provides instructional programming for non-resident students who may require additional funding from their resident board.

Annually, the Board will establish the amount of sponsorship fees.

## B. TUITION FEES

Tuition fees will only be charged to students who are not entitled to have access to an education program in Alberta, as per Section 3 and 13 of the *Education Act* and the *Funding Manual for School Authorities*, including:

- a. International students.
- b. 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.

Annually, the Board will establish the amount of Division tuition fees.

## 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