

**PURPOSE**

To provide direction on the process for the admission of Catholic students to the elementary and secondary schools of the Halton Catholic District School Board.

**APPLICATION AND SCOPE**

This policy applies to all students registering for the first time in elementary and secondary schools under the jurisdiction of the Halton Catholic District School Board.

**PRINCIPLES**

- The Halton Catholic District School Board has a mandate to provide Catholic education to the students registered in its schools.
- The Ministry of Education recognizes the right of Catholic schools to provide Catholic education.
- Catholic school ratepayers expect that Catholic faith and culture permeates everything that happens within the Catholic school.
- The Halton Catholic District School Board believes that its Admissions Policy must respect the constitutional rights of Catholic ratepayers in order to maintain the Catholicity of our schools.
- The Education Act, Section 136, allows for any student to enrol in a Catholic secondary school regardless of their religion.

**REQUIREMENTS - ELEMENTARY**

- Students registering for the first time in the Halton Catholic District School System shall be required to produce proof of age and a Catholic Baptismal Certificate of the Roman or Eastern Rite.
- If the child has no Roman/Eastern Rite Catholic baptismal certificate, the child may be admitted if one parent can provide a Roman/Eastern Rite Catholic baptismal certificate.
- If the child has no Roman/Eastern Rite Catholic baptismal certificate, and neither parent can provide a Roman/Eastern Rite Catholic baptismal certificate, the parents shall be provided with the name and telephone number of the appropriate pastor in order to assist the parents in obtaining a valid baptismal certificate, or in order to make the preparations for the child to be received into the Catholic Church through Baptism.
- A letter from the proper pastor (or his delegate) recommending a student for admission to a Catholic School is acceptable in lieu of a Baptismal Certificate. The proper pastor is the pastor of the parish to which the family belongs by territory or registration as in the case of a "national" parish. This letter will allow for temporary admission to the Catholic school for a maximum of one year.
- Students shall be admitted on condition that the parent provides a Catholic baptismal certificate or the letter from the pastor on the first day of school for a child or on a date agreed upon between the principal and the parent.

**ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY**

**POLICY No: I-22**

**DATE: MARCH 26, 1996**

**AMENDED: JUNE 16, 1998**

**AMENDED: APRIL 25, 2000**

**AMENDED: DECEMBER 19, 2000**

**AMENDED: MAY 3, 2011**

**REQUIREMENTS – ELEMENTARY cont’d....**

- The letter from the parish priest should state that the parent wants their child educated in the Catholic school and is prepared to follow through on having the child baptized.
- When a child of a Catholic parent has been baptized in a non-Catholic church, a letter from the proper Catholic pastor is necessary for admission. In it the pastor will outline his opinion that the parent intends that the child be raised Catholic and receive Eucharist and Confirmation at the appropriate time.
- Students shall be admitted to Junior Kindergarten in September of any school year provided that they will reach the age of four on, or before December 31st, in that same calendar year.
- Students shall be admitted to Kindergarten in September of any school year provided that they reach the age of five on, or before December 31st, in that same calendar year.
- Students shall be admitted to Grade 1 in September of any school year, provided that they reach the age of six on or before December 31st, in that same calendar year.
- The school shall complete all required registration forms.
- Requests for elementary school admission that do not meet the requirements of this policy and have extenuating and compelling family circumstances should be submitted in writing to the Director of Education.

**REQUIREMENTS – SECONDARY**

- Parents who want their child(ren) educated in our Catholic secondary schools and who are not eligible to assign their municipal taxes to the Catholic Board shall make application to the Principal of the Catholic secondary school.
- The student shall be interviewed by the administration of the Catholic secondary school to determine reasons for wanting to attend.
- Refer to Policy II-45 “Participation in Programs and Courses of Study in Religious Education”.

Administrative Procedures for this policy are found in VI-19 “Elementary and Secondary School Student Admission.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: .....  
A. A. LeMay, Chair of the Board