

Admission to Schools, Elementary and Secondary	
Adopted: March 26, 1996	Last Reviewed/Revised: October 17, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: VI-19 Admission to Schools, Elementary and Secondary Procedure I-01 Catholic School Support I-04 Cross Boundary School Attendance I-11 International Student Admission Requirements (Fee Paying Students) VI-17 International Student Admission Requirements (Non-Resident) II-34 Participation in Programs and Courses of Study in Religious Education II-51 Optional French Programming (French Immersion and Extended French) VI-53 Optional French Programming	

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 (HCDSB).

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.

References

[Education Act](#)

[Institute for Catholic Education](#)

Principles

- The Halton Catholic District School Board is committed to cultivating the special characteristics of Catholic Education, to teach the Authentic Truths of the Faith, in line with the Magisterium of the Church, and in co-operation with the bishops in the exercise of their teaching office.
- 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, culminating in graduates who exemplify the Ontario Catholic Graduate Expectations.
- HCDSB 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 allows for any student to enrol in a Catholic secondary school regardless of their religion.

Requirements - Elementary

- Parents/guardians are required to register their child and submit required documentation.
- Students registering for the first time with the Halton Catholic District School Board shall be required to produce proof of age, proof of address 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/guardian can provide a Roman/Eastern Rite Catholic baptismal certificate.
- If the child has no Roman/Eastern Rite Catholic baptismal certificate, and neither parent/guardian can provide a Roman/Eastern Rite Catholic baptismal certificate, the parents/guardians shall be provided with the name and telephone number of the appropriate pastor in order to assist the parents/guardians 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. With the support of the Catholic Parish Priest, the Director of Education may make a determination to approve the admission of a non-Catholic child on a conditional basis.
- Students shall be admitted on condition that the parent/guardian provides a Catholic baptismal certificate or the letter from the Director of Education on the first day of school for a child or on a date agreed upon between the Principal and the parent/guardian.
- The letter from the parish priest should state that the parent/guardian wants their child educated in the Catholic school and is prepared to follow through on having the child baptized.
- Students shall be admitted to Year 1 of the Kindergarten program in September of any school year provided that they will reach the age of four (4) on, or before December 31st, in that same calendar year.
- Students shall be admitted to Year 2 of the Kindergarten program in September of any school year provided that they reach the age of five (5) 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 (6) 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/guardians are required to register their child and submit required documentation.
- Students from HCDSB elementary schools will follow registration procedures for admission to Catholic secondary schools.
- Students registering for the first time with HCDSB shall make application with the Principal of the Catholic secondary school.
- A student who is 16 or 17 years of age and has indicated they have withdrawn from parental/guardian control is required to show proof of new address and indicate in writing they have withdrawn from parental/guardian control.
- A student who withdraws from parental/guardian support who is registering at a secondary school is required to submit the necessary documentation.
- The student shall be interviewed by the Principal or designate of the Catholic secondary school to determine reasons for seeking admission.

REQUIRED DOCUMENTS

	ELEMENTARY	SECONDARY
Verified at time of registration (no copy obtained)	<ul style="list-style-type: none"> • Proof of Age (i.e. Birth Certificate; Official Birth Registration Card, Passport, Citizenship Card or Certificate) • Baptismal Certificate (Parent/guardian or Student) • Proof of Address (i.e. agreement of purchase and sale, utility bill, property tax bill, home phone/cable/internet bill. Driver's licence and cell phone bills are not acceptable for audit purposes.) • Landed Immigrant Status (if applicable): (i.e. Record of Landing or Confirmation of Permanent Residence) 	<ul style="list-style-type: none"> • Proof of Age (i.e. Birth Certificate; Official Birth Registration Card, Passport, Citizenship Card or Certificate) • Proof of Address (i.e. agreement of purchase and sale, utility bill, property tax bill, home phone/cable/internet bill. Driver's licence and cell phone bills are not acceptable for audit purposes.) • Landed Immigrant Status (if applicable): (i.e. Record of Landing or Confirmation of Permanent Residence)
Copy to OSR	<ul style="list-style-type: none"> • Copy of Custody Agreement/Court Order (If applicable) • Guardianship Agreement (If applicable) • Student Transfer Form (If applicable) 	<ul style="list-style-type: none"> • Copy of Custody Agreement/Court Order (If applicable) • Guardianship Agreement (If applicable) • Student Transfer Form (If applicable) • Ontario Student Transcript and Report Card • Student, 16 or 17 years of age and withdrawn from parental/guardian control provides, proof of new address (verified) and letter indicating Withdrawal from Parental/Guardian Control (original letter to OSR)

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board