

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Registration and Attendance**

**School Operations D – 2**

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**June 10, 2019**

**February 9, 2015**

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**POLICY STATEMENT**

The Board authorizes school registration and attendance in its school as follows:

**REGISTRATION**

Criteria for enrolment and continued attendance at Burkevale Protestant Separate School shall be as follows:

1. Students resident in the town of Penetanguishene whose parent/guardians taxes are designated to the Protestant Separate School Board of the Town of Penetanguishene;
2. Children of permanent contract employees of the Protestant Separate School Board of the Town of Penetanguishene;
3. Students who move outside the Town of Penetanguishene, may complete his/her elementary school years at Burkevale Protestant Separate School; transportation would be the responsibility of the parent(s)/guardian(s);
4. Students who were enrolled at and left Burkevale Protestant Separate School prior to September 1, 2014, may apply to return to Burkevale Protestant Separate School to complete their elementary school years; transportation would be the responsibility of the parent(s)/guardian(s);
5. Effective beginning in the 2015-2016 school year, students who reside outside of the Town of Penetanguishene may register at Burkevale Protestant Separate School; transportation would be the responsibility of the parent(s)/guardian(s); registration must occur by August 31 for enrolment in the following school year;
6. Registration for Junior/Senior Kindergarten (JK/SK) will be received after February 1 of the year in which the child will attend in September; Kindergarten registration will be the responsibility of the Principal working in collaboration with Kindergarten staff.
7. Effective for the year 2020-2021 the Protestant Separate School Board of the Town of Penetanguishene will determine by February 1, 2020 the degree of availability of space for students who reside outside the Town of Penetanguishene. Henceforward this will be reviewed on an annual basis by February 1.

**ADMINISTRATIVE REGULATIONS**

1. In September, children who are four years of age on or before the last day of December may attend Junior Kindergarten.

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**ADMINISTRATIVE REGULATIONS CONTINUED**

2. In September, children who are five years of age on or before the last day of December may attend Senior Kindergarten.
3. In September, children who are six years of age on or before the last day of December shall be admitted to Grade One.
4. The following documents are required for registration:
  - 4.1 **Birthdate Documentation:** Proof of birthdate (original Canadian birth certificate, Certificate of Canadian Citizenship, Canadian Passport, Permanent Resident Card/Record of Landing, or Statement of Live Birth – long version).
  - 4.2 **Residential Address:** Proof of your child’s address. Below is a list of appropriate pieces of documentation that a parent/guardian may present to verify address:
    - Driver’s Licence
    - Local Property Tax Assessment
    - Utility Bill
    - Credit Card Statement
    - Bank Statement
    - Residential Lease, Residential Mortgage Statement or Agreement
    - Canada Child Tax Benefit Statement
  - 4.3 **Record of Immunization:** A record of immunization is also requested to assist the District Health Unit in meeting its requirement under the Immunization of School Pupils Act (ISPA) to collect and maintain immunization records for every child registered in school. For further immunization details, contact your District Health Unit by dialling 1-877-721-7520.
  - 4.4 **Application of Direction of School Support under Section 16 of the Assessment Act:** Designation of taxes to The Protestant Separate School Board of the Town of Penetanguishene (applicable to the residents of Penetanguishene).
5. The regular instructional day shall be as follows:
  - 5.1 Kindergarten – full-day, every day, five hours per day
  - 5.2 Grade 1 to 8 – five hours instructional time