

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

**POLICY MANUAL**

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**POLICY TITLE:**

**Registration and Attendance**

**SECTION/CODE:**

**School Operations D – 2**

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**APPROVAL DATE:**

**February 9, 2026**

**SUPERSEDES:**

**February 10, 2025**

**NUMBER OF PAGES:**

**Page 1 of 3**

**REVIEW DATE:**

**January 2027 (Annually)**

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**POLICY STATEMENT**

It is the policy of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP) to comply with the requirements and options under the Education Act and various other Acts, in determining the registration and attendance process for its school. The Board authorizes school registration and attendance at Burkevale Protestant Separate School as outlined in the Administrative Procedures.

**PURPOSE**

To provide clarification on the registration and attendance requirements and process at Burkevale Protestant Separate School.

**ADMINISTRATIVE PROCEDURES**

**A. Criteria for Enrolment and Continued Attendance**

1. Students who reside in the town of Penetanguishene whose parents/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 their elementary school years at Burkevale Protestant Separate School; transportation would be the responsibility of the parent(s)/guardian(s);
  - (i) the Protestant Separate School Board of the Town of -Penetanguishene will determine by February 1, of each year the degree of availability of space for students who reside outside the Town of Penetanguishene.

Registration for Junior/Senior Kindergarten (JK/SK) will be received as early as November of the preceding year in which the child will attend in September; Kindergarten registration will be the responsibility of the School Board staff in collaboration with the Student Management System and the school administration and administrative assistant.

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**B. Eligibility for Registration to School**

1. In September, children who are four years of age on or before the last day of December may attend Year 1 Kindergarten.
2. In September, children who are five years of age on or before the last day of December may attend Year 2 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.

**C. Requirements for Registration at Burkevale PSS**

1. The following documents are required for registration:

- 1.1 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).
- 1.2 Residential Address: Proof of your child’s address must be an address within the Town of Penetanguishene. Below is a list of appropriate pieces of documentation that a parent/guardian may present to verify address:
  - Driver’s License
  - Local Property Tax Assessment
  - Utility Bill
  - Credit Card Statement
  - Bank Statement
  - Residential Lease, Residential Mortgage Statement or Agreement
  - Canada Child Tax Benefit Statement
- 1.3 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 through the following link the [Simcoe Muskoka District Health Unit](#) or by phone at 1-877-721-7520.

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- 1.4 Application of Direction of School Support: under Section 16 of the *Assessment Act*: Designation of taxes will be made to The Protestant Separate School Board of the Town of Penetanguishene (applicable to the residents of Penetanguishene).
- 1.5 Court Documents for child custody/access (if applicable).
- 1.6 Complete details regarding the registration process may be found on the Board website at: [www.pssbp.ca/burkevale/student-registration](http://www.pssbp.ca/burkevale/student-registration)

**D. Additional Documentation**

1. Special Education Identification Information
2. Medical Condition Information
3. Safety Plans (if applicable)