



Background

Attracting, retaining and developing a respectful and responsible student body are essential to any successful school. Admission of students is a key part of this process.

The Calgary Girls Charter School recognizes that Charter Schools, as programs of choice, have enrolment caps set by the Minister and therefore it is not always possible to admit every student who seeks admission. Admission decisions must be made in accordance with the Charter approved by the Minister and provincial legislation and policy.

Admission of students will be made on an individual basis in accordance with the best interest of a student's educational needs, and in consultation with a student's parent(s). It is a strong desire that all girls who seek to learn in a girls-only setting would have opportunity to attend the Calgary Girls Charter School.

In respect to the admission of students with exceptional needs, the School will gather the information necessary to make an informed decision as to whether the School can provide the student with the program required and other necessary supports, prior to making an admission decision. When the school does not admit a student with exceptional needs, the parents will be advised of the process for reviewing the decision (see Administrative Procedure 214).

Procedures

1. The Calgary Girls Charter School (CGCS) is a public school and all girls have the opportunity to apply for admission within the context of the regulations governing the operation of Charter Schools.
 - 1.1 The school's enrolment is 600 students but subject to availability of space and resources may accommodate additional students.
 - 1.2 The School must be able to offer an appropriate program and supports that enable each student to have the opportunity to meet with success.
 - 1.3 The Calgary Girls Charter School admission plan and process will be open and transparent.
2. The Superintendent, working collaboratively with the School administrative team, shall ensure that the following conditions are in effect when admitting students:
 - 2.1 Parents of a student seeking admission to CGCS will be requested to provide a record their child's achievement including results from Provincial Achievement Tests and information relative to learning supports for exceptional /special needs.

- 2.2 The Board approved fees, as per the Registration Package, are due as follows:
 - 2.2.1 Annual non-refundable instructional resource fee must accompany the registration package and is due on or about March 15 for the upcoming school year.
 - 2.2.2 Annual Transportation fees are due September 1. The fee is an annual fee; however, parents may request a payment plan.
 - 2.2.3 Annual lunch supervision fees are due September 1.
 - 2.2.4 CGCS supports payment plans. Please contact the school office to request a payment plan.

- 3. The processes and practices for admission are as follows:
 - 3.1 Enrolment targets are set annually, by grade, by the Principal, within the context of the School's growth plan as approved by the Charter Board.
 - 3.2 Parents and girls express interest in attending CGCS and the Admissions Package is provided.
 - 3.3 Upon completion of the Admissions Package, families of the potential new student may be contacted to arrange for a placement assessment for their daughter. Subject to availability of space, and agreement that appropriate programming is available to meet the child's needs, admission will be offered.
 - 3.4 In the event that all spaces have been allocated for enrolment, students will be placed on a wait list and offered opportunity on a first come, first serve basis as space opens.
 - 3.5 Application forms will be accepted beginning October 1 for new students seeking admission in the fall of the upcoming school year.
 - 3.6 Returning students do not need to complete an annual application, but do need to register by March 31 for continuing enrolment in the upcoming school year.

Reference:

Education Act, s. 3, 7, 8, 11, 16, 52, 53, 54, 222

Funding Manual for School Authorities

Guide to Education ECS to Grade 12

Alberta Education's Document on Accommodation Students with Special Needs in Charter School (June 2007)