



## **AP 300 Admissions**

Approved: Sept. 1, 2014

Amended: Sept. 25/25

Reviewed: Oct. 1, 2024

Due: June. 30, 2029

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### **Background**

The Calgary Girls Charter School recognizes that public Charter Schools are programs of choice, where families must express interest by submitting an application, which requires a process for student selection.

The Superintendent requires the student selection practices comply with provincial legislation, be consistent with the terms outlined in CGCS's Charter and Board Policies, be clearly communicated to parents of prospective students and respect procedural fairness and equity. Calgary Girls Charter School believes that all girls will be considered as eligible for admission without discrimination and with accommodation to the point of undue hardship.

Admission of students will be made on an individual basis in accordance with the best interest of a student's educational needs, and where applicable, in consultation with a student's parent(s) or legal guardian(s). It is a strong desire that all girls who seek to learn at CGCS would have the opportunity to attend the Calgary Girls Charter School, while understanding that all students who apply to CGCS may not receive admissions due to capacity limitations and/or school resources.

Calgary Girls Charter School supports and promotes inclusive education, which allows access for students to receive appropriate educational programming, based on their academic, social and emotional needs. CGCS reviews student applications on an individual basis to determine the supports required to meet the educational needs of the child.

The Superintendent, working collaboratively with Administration, will ensure that the following procedures are in effect when admitting students.

### **Procedures**

#### **General Admissions**

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.
2. The application for the upcoming school year will be made available to all prospective families on October 1st of the current school year. The application deadline will be set and made transparent to prospective families by the school Principal by October 1st of the current school year for the upcoming school year.
3. Only legal parents or guardians may submit an application for a prospective student.

4. Enrolment targets will be set annually, by grade, by the Principal, and approved by the Superintendent, within the context of the school's growth plan as approved by the Charter Board. Enrolment targets may not exceed the building capacity, compromise the educational programming of current students, nor exceed the resources available at CGCS.
5. The Principal is responsible for establishing an Application Review Committee. This committee is charged with reviewing and approving all student applications eligible for entry.

### **Student Applications**

6. Applications will only be considered once all documentation requested is provided to the school.
  - 6.1. Required documentation in the application procedure include:
    - 6.1.1. Completion of an Application Form (AF300A).
      - 6.1.1.1. Proof of student citizenship (birth certificate) or Immigration Documents. Both the front and back of the legal document need to be provided.
      - 6.1.1.2. Students who are not Canadian citizens and/or have temporary resident status may submit an application for CGCS, and as a condition of admission, CGCS requires students to possess the legal entitlement/right to education in Alberta. CGCS reserves the right to ask for documentation to prove such entitlement.
    - 6.1.2. A copy of the two most recent report cards for the student.
    - 6.1.3. All educational assessments or letters of diagnosis from a medical professional that impact the educational programming of the child (where applicable).
    - 6.1.4. A copy of the child's most recent Individual Program Plan (where applicable).
    - 6.1.5. Legal documentation related to the child's custody and/or safety (where applicable).
7. Any attempt on behalf of the applicant to influence the impartiality of the selection process will result in disqualification of the applicant.

### **Student Selection**

8. The school strives to be able to offer an appropriate program and support that enables each student to have the opportunity to meet Alberta Education outcomes with success.
9. For prospective students applying for Grade 4, all eligible students will be offered placement in the order by which the complete application is submitted, using *first come first served*, until the grade capacity is achieved. All student applications for Grade 4 must be for students eligible to attend Grade 4 in the following school year. Once capacity for Grade 4 has been achieved, students will be waitlisted in the order by which the complete application is received.
10. For prospective students applying for Grades 5 - 9;
  - 10.1. If there are fewer applications than space available in a grade by the application deadline, all eligible student applicants will be offered placement.
  - 10.2. If there are more applicants than space available in a grade by the application deadline, all eligible

student applicants will be entered into an admissions lottery by grade, following the application deadline. Once all available spaces have been filled through the lottery, remaining students will be added to the waitlist in order of their lottery draw. Applications that are submitted and accepted after the application deadline will be placed on the waitlist in order of receipt behind the students who participated in the lottery.

### **Waitlist Management**

11. The Principal is responsible for the management of the waitlist for students in grades 4 - 9.
12. Should space become available, as a result of a declined offer or a current-student withdrawal, new offers must be made to the next student on the waitlist for that student's designated grade.
13. Waitlists will not be carried from year to year and will be dissolved on September 30th of the school year. All applicants who were not offered placement in a current school year will be offered the ability to carry their previous application forward, without privilege, and re-enter into the lottery for the designated grade. All new documentation related to the student's education, which has been collected between the time of original application and the next application deadline, must be submitted to the school to add to the original application.
14. The Principal is responsible to ensure the school responsibly destroys all documentation associated with applicants not offered placement and for parents/guardians not wishing to carry forward their student's application to the next again school year.

### **Admissions and Registration**

15. Families who have student(s) who have been offered placement for the upcoming school year must accept placement and register within the time frame specified in the offer letter. Families who do not accept placement by the stated deadline, risk admission for the upcoming school year. For International Students, the legal parent/guardian must sign an International Student Agreement (AF300B) prior to registration.
16. Grade placement of new students will be determined by the Principal.

### **Appeals**

17. Appeals of a student selection decision will first be submitted to the Principal to be reviewed by the school's application review committee. All appeals must be made in writing and received within seven (7) calendar days of being notified of any decision made by the Application Review Committee.
18. If an appeal to the Principal does not resolve the concern, further appeal may be made, in writing to the Superintendent. Appeals of the Principal's decision must be submitted to the Superintendent by the applicant within seven (7) calendar days of being notified of the Principal's decision.

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

