

ADMISSIONS POLICY

Definition of Terms:

- **Parent** – means in respect of a student (Grades 1-12) or child enrolled in an early childhood services program, the relevant individual referred to in subsection (2) of the Education Act.
- **Principal** – means a teacher designated as a principal by the operator, who must hold a valid teaching certificate and may not be the operator or a voting member of the board of directors.
- **Independent School** – means a school registered under section 29 of Education Act.
- **Student** – means a person who is in accordance to the Education Act:
 - (1) Enrolled in a school or
 - (2) Required under section 7 to attend school but does not include a child younger than 6 years of age who is enrolled in an early childhood services program.

References:

This policy references the Education Act sections 1(1), (2), 3, 16, 31, 32 and the Independent Schools Regulation sections 13 regarding definition of principal, 17 regarding discipline, suspension and expulsion of students.

Education Act - Student Responsibilities 31

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,

- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Education Act - Parent responsibilities 32

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

Background:

Our mission is to: "To provide unique learning opportunities for families so that each young person may develop into a life-long learner and active, responsible global citizen."

Beliefs:

1. We believe that each child has unique talents, skills, interests and learning styles and that their education should respect these key elements.
2. We believe that parents are the primary educators of their children therefore a meaningful partnership with them is critical.
3. We believe that the support and guidance of our caring, dedicated, qualified professionals will enhance the academic, physical, social, spiritual and emotional qualities of our students.

Requirements:

Parents must be supportive of the philosophy and standards of the school as outlined in our

handbook and the responsibilities outlined in Part 3 of the Education Act, sections 31 and 32 noted above.

1. Children who will be 4 years and 8 months old as of August 31 of the respective school year may be enrolled in kindergarten at the Phoenix Education Foundation.
2. Students who will be 5 years and 8 months old as of September 1 may be enrolled in grade one through the Phoenix Education Foundation.
3. Prior to their enrollment in the school, the parents or guardians may be interviewed by:
 - a. The Principal
 - b. OR Administrator
 - c. OR the Principal and a board member or staff member.
4. Grade 7 -12 students who are applying to enroll shall attend the family interview.
5. Acceptance or rejection of applicants will be by written notice. No student will be accepted prior to receiving this notice.
6. Priority in the admission of individual children will be given to families whose children are currently enrolled and to the children of staff members employed by the Phoenix Foundation.
7. The Principal has the authority to determine the grade placement of each student enrolling or re-enrolling in the school.
8. Whilst the school may continue to admit students of a wide range of abilities and learning needs, the Principal will not offer admission to a student who, in their opinion, will not be able to benefit from the opportunities in the school, or when a student's presence is likely to disturb the learning of other students in the school.
9. Any family who is refused admission may appeal to the Board. The decision of the Board is final.
10. The application fee is non-refundable.

Reviewed: Feb 2, 2026