

## ADMISSION POLICY

Board confirmation date: April 28, 2014. Some changes approved November 2, 2015.

Surrey Christian School exists primarily to assist Christian parents and guardians in fulfilling their responsibility to raise their children according to the principles of God's word as outlined in the Constitution of the school.

- 1) The purpose of the admission policy is to:
  - a) maintain the distinctiveness of the Christian nature of the school
  - b) set the guidelines for admission to the school
  - c) ensure that the school admits students in a fair manner
  - d) prevent difficulties when a student is refused enrolment in the school
- 2) Basic considerations:
  - a) Prospective parents must want their children to be educated in accordance with the school's basis and purpose, and they must fully support the aims of the school's Christian program of instruction.
  - b) Students will be accepted for the available spaces in the school in the following order:
    - i) Applications received before February 15 from
      - (1) Children who have siblings currently attending the school, children of staff members, children of alumni who are members of a Christian church, and children currently enrolled in the preschool from families who are members of a Christian church.
      - (2) Students transferring from schools that are a member of the Society of Christian Schools in BC.
      - (3) Students transferring from other Christian schools.
      - (4) Students from families who are members of a Christian church.
      - (5) Children currently enrolled in the preschool from families who are not members of a Christian church but deemed an appropriate fit with the vision and mission of SCS.
    - ii) Other students deemed an appropriate fit with the vision and mission of SCS. Families who are accepted will be placed in a waiting pool to be considered after February 15 if there is space available.
  - c) The school will accept a student only if it believes it can provide a suitable educational program. In some instances, the school may decide that it lacks the resources to provide for children with particular needs.
  - d) The school does not receive provincial grants for students whose parents are not legal residents. Therefore, such students are charged additional fees to cover the lack of such grants.
  - e) Parents must agree to meet the financial obligations of enrolment within the required time period.
  - f) Parents must agree that the standards of their home will not undermine the standards of the school as outlined in the *Parent and Student Handbook*.
  - g) SCS reserves the right to refuse admission to any family.
  - h) All families must agree that they will endeavor to support the faith-based perspective of this school represented in the constitution, specifically appendix A, "Our World Belongs to God", a contemporary testimony.
  - i) Society membership is approved by the board of directors as per the bylaws of Surrey Christian School Society, Part 2 – Membership. Those seeking membership in the Society may also be required to submit a pastor's letter of reference attesting to their commitment to the Christian faith as per bylaw 2.4 "Each Applicant seeking to become a member of the Society shall:
    - i) complete such application procedures as may be prescribed by the Society;

- ii) signify agreement with and endorsement of the basis and principles of the Society set out in the constitution of the Society; and
  - iii) satisfy such other requirements as determined by the directors from time to time
- 3) General Policies and Procedures
  - a) Fees
    - i) The entry fee for new families is \$200.
  - b) Within each of the categories above, students will not necessarily be accepted in order in which the registration forms were returned to the school.
  - c) Every new registration and re-enrolment form received after April 1 will be on standby, even if students are presently attending SCS.
  - d) The principal is responsible for placing the student at a suitable grade level and/or a suitable program. Testing may be required of a prospective student to determine proper grade and program placement. Proper grade placement may also be determined by information from the previous school and conversation with the student and parent or guardian.
  - e) Parents who have children enrolled and who wish to register an additional child for kindergarten the following September are required to complete a "letter of intent" by November 1 in order to confirm their child's seat in the kindergarten class.
  - f) Students must be legal residents of Canada.
  - g) Students must have reached 5 years of age by December 31 of the year of enrolment.
- 4) Admission Procedures
  - a) Parents first submit a completed application for admission form that includes information about the student's academic, social and disciplinary history; legal residency statement; and statement of financial commitment.
  - b) All students and parents will be interviewed by the administrative staff to determine if the student is to be admitted to the school.
  - c) International students must have a Canadian guardian and homestay parent. Information on student progress will be sent to parents in home country and to homestay parents.
  - d) The school will strive to limit to 2 or 3 students per classroom for whom English is a second language and are still learning the language. Language proficiency will be determined through an interview, a language proficiency test, or a reference from the previous school. Students need to have enough English ability to keep up with classroom instruction. Students will cease to require ELL on decision of the Director of ELL.
  - e) If there is a history of disciplinary problems, students will be accepted on probationary status.
  - f) Once a student has been tentatively accepted by the school, the parents must submit the first month's tuition payment (non-refundable) to confirm enrolment.