



**Policy 8.01  
Category: Students**

**Student Admittance**

**BACKGROUND**

While CAPE Public Charter School is an autonomous charter school, it is also a public school. As such, it is open to all Alberta children and students, subject to the provisions of the *School Act* and the CAPE charter. Attracting, retaining, and developing a respectful, responsible, and responsive student body is essential to any successful school. Admission of students is a key part of this process.

**POLICY STATEMENT**

1. CAPE Public Charter School provides a welcoming, caring, respectful and safe school environment for any child/student whose parents/guardians believe, that CAPE's program is best suited to the needs of their child/student.
2. CAPE school shall enrol only children/students whose needs can be met by the CAPE program as determined by a review of a student's previous school information or a child's information as provided by the parents/guardians. It is expected that such information shall be accurate and complete.

**DEFINITIONS**

3. **Prerequisite** - something that must exist or happen before something else can exist or happen.

**GUIDELINES**

4. The CAPE charter clearly outlines the admittance process.

Prerequisites to Admittance:

5. Any parent/guardian interested in enrolling a child/student at CAPE is required to complete a waiting list form.
6. Parents/guardians shall attend an orientation meeting at which the CAPE philosophy, mission and goals, teaching methodology, and protocols such as assessments and IPP development, student evaluations and reporting, dress code, discipline policy, and promotion standards are discussed.

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7. Parents/guardians that not agree with CAPE's philosophy, mission and goals, teaching methodology, and protocols and/or are unwilling to comply with these prerequisites, will be asked to withdraw their child/student waiting list form.
8. Parents/guardians engage in a transparent, accurate, and timely discussion regarding the student's academic and personal needs with the administration to determine whether or not the CAPE program has the potential of meeting the student needs.
9. A review of previous school information and parent(guardian)/administration discussion must indicate that the CAPE program has the potential of meeting the student needs.

**Admittance into grades 1-9**

10. "Intent to Return" forms are mailed out to all parents/guardians of students currently enrolled. Students whose parents fail to return this form by the stated deadline shall be considered as 'not returning'. This information shall be used to determine available spaces for the next academic year.
11. Waiting list students whose parent(s) or guardian(s) has/have met the pre-requisite(s) shall be admitted to CAPE school, subject to the availability of spaces, on a first-come first-served basis.
12. Siblings of students already enrolled, past students wishing to return, and staff children will be admitted to CAPE school, subject to meeting the pre-requisites and to availability of spaces, on a first come first-served basis, no priority admittance.
13. The student is considered enrolled once CAPE school has received the completed written application prescribed by CAPE school.

**Admittance into Kindergarten**

14. The same guidelines described in #9-12 apply to the admittance of Kindergarten children.

**Other:**

15. Parents/guardians need to understand that classes are capped and that therefore, spaces may not always be available. They may opt to place the child/student on the waiting list for the next available position.

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16. Parents/guardians need to understand that spaces may not always be available, even though the class may not be at full capacity, due to lack of physical space within which to accommodate the child/student. They may opt to place the child/student on the waiting list for the next available space.
17. The CAPE administration, with parental input and the available documentation, shall determine the appropriate grade placement. The CAPE administration will determine the final grade placement once all assessment data are available.
- 1.8 Students who have not followed the agreed-upon behavioural and academic expectations may not be offered re-admission at CAPE the following year.
19. Since every child/student is different and presents with different needs, the CAPE program may not successfully support every child/student. Students whose needs have not satisfactorily been met by the CAPE school program will be encouraged to explore alternative programs that might have the potential of better meeting the students' needs. Assistance will be provided to the students and their parents to facilitate the exploration of such programs and possible transfer.

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**References:**

*School Act*

*CAPE charter*

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Adopted: April 22, 2002

Motion: #

Revised: April 28, 2003

Motion: #

Revised: November 5, 2007

Motion: #2007-11-05-17

Revised: September 30, 2008

Motion: #2008-09-30-25

Revised: February 23, 2009

Motion: #2009-02-23-04

Reviewed: June 2011

Reviewed: August 2013

Revised: May 25, 2016

Motion: #2016-05-26-11

Reviewed: September 2018