

Administrative Procedure 300

ADMISSION AGE OF STUDENTS

Belief

A student is defined as someone who, at September 1, is six (6) years of age or older and nineteen (19) years of age or younger, and is entitled to attend school. The Division may, at its discretion, admit students younger than six (6) years or older than nineteen (19) years under rules and conditions, as it believes appropriate.

Procedures

1. Children will be accepted in ECS and Grade 1 programs subject to age guidelines, demonstrated readiness, and maturity to enable success in the program.
2. The minimum admittance age for children entering ECS programs shall normally be five (5) years before December 31 of that school year.
3. Pre-school children with special needs may be admitted to ECS or other school programs subject to the availability of space and individual program funding.
4. The admittance age for children entering Grade 1 shall be six (6) years before December 31 of that school year. Children who have completed an ECS program and demonstrated sufficient readiness and maturity to enable success in the program may be admitted to Grade 1 at a younger age.
5. Persons of age over nineteen (19) years as of September 1 (adults) may attend school subject to the *Education Act*, Board policy, and administrative procedure provisions.
6. The Director of Learning Services will be responsible for the operation and administration of this administrative procedure at the Division level.
7. The Principal will confirm the admission of children enrolled on a probationary basis because of age. Acceptance will be subject to:
 - 7.1 An individual assessment by the ECS teacher and/or Director of Educational Services;
 - 7.2 Observation of the child in the classroom; and
 - 7.3 The recommendation of the classroom teacher.
8. Children who do not appear to have the maturity and readiness to enable success in the ECS program may be asked to withdraw or be referred to another program.
9. Adult students (those over nineteen (19) years of age as of September 1) may attend school subject to the following provisions:

- 9.1 Principals will accommodate the inclusion of adult students into the high school program as long as regular students are not being displaced because of high enrolments, staffing shortages, or other problems.
- 9.2 Adult students are allowed to take only regular high school (non-special education grades 10-12) courses.
- 9.3 Adult students will be subject to all policies, guidelines, and procedures of the Division.
- 9.4 Adult students will be charged tuition based on the credits they are taking.

Reference: Section 3 Education Act
[Policy 2: Role of the Board](#)