

3.1 Admissions Policy

Background

A complete enrolment of a child into Edmonton Christian Schools (ECS) requires two separate enrolment processes and documentation:

1. Enrolment with the Edmonton Society for Christian Education; and
2. Enrolment with Edmonton Public Schools.

Edmonton Public Schools enrolment is governed by policy issued by the Edmonton Public School Board.

This policy governs the enrolment of children with the Edmonton Society for Christian Education.

Policy

New enrolments will be considered for acceptance in accordance with the following criteria:

1. Enrolment documents must be complete and be accompanied with the required deposit before they are considered.
2. Parents (and children in the case of high school students) must indicate:
 - a. that they have a genuine desire to have their children educated according to the vision and mission of ESCE
 - b. that they have an understanding of the program at ECS as described in the Vision and Mission
3. Normally parents will indicate this:
 - a. through their written statements on the enrollment documents
 - b. through a verbal affirmation, at a new parent interview or group information evening, that having their children educated according to the vision and mission is truly what they want
 - c. by signing a commitment form indicating their support for the vision, mission, and values of ESCE.
 - d. by signing the partnership agreement
4. Note:
 - a. For parents to make this decision they must be well informed as to the operating pillars, objectives and culture of ECS. The society representative at the interview, usually a board member, along with the administrative representative, have the distinct and vital role of presenting the vision to the parent(s) as one that firmly and unapologetically encompasses the extent to which ECS includes Christ in every aspect of their child's education. At the very least parents have to be aware that their children will:
 - i. be challenged to use their gifts for Christ
 - ii. be part of daily devotions and regular chapels that will again focus on their commitment to Christ
 - iii. that Christ will be revealed to them in every class and every aspect of what they do at ECS
 - iv. be encouraged to be builders of Christ's kingdom by developing the throughline characteristics

- b. We also have to inform parents that the school expects that messages given at home about what it means to be a disciple of Christ will be consistent with that of the school. In other words, parents will be asked to be partners in discipling their children.
5. If the interview committee feels that the new family understands the school's vision and mission and the new family continues to affirm that this is what they want for their children, they will be accepted at ECS. It is essentially a self-selection process.
6. The school, represented by the interview committee, reserves the right to refuse registration if the family refuses to provide a home environment consistent with the school's vision and mission, or if the family isn't open to embracing the vision and mission of the school.
7. Ordinarily all new families will be a part of a new parent interview. All applications will be vetted and prayerfully considered. The Society reserves the right to streamline the process through the special consideration of particularly strong applications which could include alternative interview processes.
8. Caveats
 - a. ECS must be able to, in the opinion of the school's administration, provide an educational program that sufficiently meets the needs of the child within the context of the existing school program and availability of resources without jeopardizing the program, the education of other children currently enrolled and without straining the schools or Society's financial resources. This is an especially important consideration in the case of children with special needs.
 - b. Edmonton Christian schools will endeavour to give admission to all siblings within a family unit, regardless of academic ability. In order to qualify for this consideration enrolments of children with special needs must be received before the annually designated spring enrolment deadline.
 - c. Parents of children whose enrolments meet the above criteria must make satisfactory arrangements for payment of program fees and transportation fees to complete the enrolment process.
9. Registrations for each subsequent year will be accepted providing that:
 - a. Parents (and/or children in the case of high school students) continue to demonstrate commitment to the program of Edmonton Christian Schools as described in the Vision and Mission.
 - b. ECS are still able to provide a suitable program for the child.
 - c. Financial commitments are being met
10. Process – New Enrolments
 - a. Applicants will complete both the Society and EPS application form completely and include a copy of the latest report card, copy of birth certificate, the EPS Passport (if applicable) and a non-refundable administrative fee. All applications must be forwarded to the Society Office for processing. Incomplete applications will not be processed.
 - b. Ordinarily parent(s) will be interviewed by school administration and a representative from the society, ordinarily a Board member. Students will ordinarily be present.
 - c. Parents of preschool children are interviewed by the pre-school teacher and the Development and Admissions Officer.

- d. If siblings are already enrolled in ECS, the interview requirement may be waived unless there are special needs or in the case of older siblings registering.
- e. All enrolments must be approved by the interview committee.
- f. Final enrollment approval will only be given after satisfactory financial arrangements are made with the Society Office. Any reduced program fees will be arranged through the Society Office.
- g. Enrollment will be confirmed in writing to the parents by the Society Office, including a confirmation of fees and payment arrangements and confirmation of transportation arrangements, if applicable. In the event that a particular grade in the K-12 program is oversubscribed, first priority for enrollment will be given to siblings of students already in the school, second priority to students who are transferring between ECS schools, third priority within the enrolment boundary and then to students outside the enrolment boundary. If a grade is oversubscribed at any of these stages, awarding of spots will be done as per agreement with EPS.
- h. In the event that the Northeast school is oversubscribed, all new families who desire to have their children attend the Northeast school must live east of 82nd street.
- i. Preschool children are accepted on a first come first served basis.

11. Process – Continued Enrolments

- a. The Society and School Offices will coordinate EPS and ESCE enrolment requirements and send out one re-enrolment package each spring that includes both the EPS and Society documents. The completion of these documents is a mandatory requirement for re-enrolment.
- b. If either the Schools or the Society have any issue with continuing enrolment for reasons outlined in the policy, the enrolment package and/or letter to parents outlining the situation must reflect these concerns. It is the intention of this process to notify parents as clearly and early as possible if continued enrolment will be refused.
- c. Once continuing enrolment documents have been received and processed, parents will be informed in writing by the Society Office, including a confirmation of fees, payment arrangements and transportation arrangements, if applicable.

12. Mid-year Enrolments – Additional Considerations

- a. From time to time, new mid-year* enrolments have caused disruption to the community and routines of a class and the school. Generally this has occurred not when a whole family has joined ECS (from out of town, for example) but when an individual is transferring from another local school.
- b. For mid-year enrolments of transfer students, the following must be considered carefully:
 - i. What is the situation from which the student is coming?
 - ii. By carefully reading the progress reports and other information in the file and calling the current school, it must be determined whether it is possible for us to meet the needs of the student (especially when our resources, such as personnel, have already been allocated). Keep a “heads up” approach for students running away from a situation. ECS

can accept only students whose academic, social and behavioral needs can be met.

- iii. What is the reason for choosing our school?
- iv. By reading the application and listening carefully at the interview, it must be determined that the application is more than a reaction to the other situation. Acceptance at ECS depends on an articulate and proactive choice for Christian education.
- v. How will the student's situation be changed/ improved by attending ESC?
- vi. The school administrator(s) and teacher(s) will be consulted about the wisdom of adding a student to the class in question. Acceptance of a new student at ECS should only occur if there is a stable class "climate" and current challenges are few.

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Formerly: [3.1 Admissions Policy](#)