

ENROLMENT OF STUDENTS IN YUKON SCHOOLS POLICY

Minister Approval:



Effective Date:

August 20, 2019

GENERAL INFORMATION

The [Education Act](#) requires the Deputy Minister of Education to provide every school-age person resident in Yukon with an educational program consistent with the requirements of the Act and regulations.

The Act provides that the Minister of Education may establish any community or portion of a community as an attendance area, and must assign each Yukon school to an established attendance area.

PURPOSE

The purpose of this policy is to outline the terms under which Yukon resident students will be enrolled in a Yukon school that is operated by the Department of Education.

POLICY STATEMENT

Students will normally be enrolled by the Superintendent in the school that is assigned to the attendance area in which they reside.

The Superintendent may authorize that a student be enrolled in a school other than the school assigned to the attendance area in which they reside when:

1. the student is accepted in a French Immersion educational program, in which case the student will be enrolled by the Superintendent in a school at which French immersion educational programs are delivered, provided that sufficient space exists;
2. the student is accepted to attend a Catholic educational program, in which case the student will be enrolled by the Superintendent in a Catholic school, provided that sufficient space exists;
3. sufficient space does not exist at the school that is assigned to the attendance area in which the student resides;

4. there is a need to respond to a situation that affects the education, health, or safety of a student (requires well-documented evidence that this is necessary to meet the student's needs); or
5. the student has siblings who are already attending that school.

Student Transportation

In the circumstances above, where the Superintendent has authorized a student to enrol in a school other than the school assigned to the attendance area in which they reside, the student is entitled to student transportation in accordance with the provisions of the *Education Act* and the *Student Transportation Regulations*.

Should a student enrol in a school other than the school assigned to the attendance area in which they reside without following the policy to obtain authorization from the Superintendent, the student is not entitled to student transportation from the Department of Education and student transportation is the responsibility of the parents.

Parent requests for enrolment outside of attendance area

A parent may request to the Superintendent to enrol a student in a school other than the one assigned to the attendance area in which the student resides if:

1. there is a need to respond to a situation that affects the education, health, or safety of a student (requires well-documented evidence that this is necessary to meet the student's needs);
2. the student has siblings who are already attending that school; or
3. exceptional circumstances (see Exceptional Circumstances section below).

Parents must submit a written request to the Superintendent using the attached 'Out-Of-Area Transfer Application' form and including the reasons for the request.

Approval of the request is determined by the Superintendent of the receiving school, who will consider:

- if the reasons provided for the request meet the above criteria; and

- whether there is sufficient space at the school available over the length of time that the student would attend the school.

If approval is not granted by the Superintendent of the receiving school, the parent may refer the matter to the Deputy Minister of Education for a final decision.

If approval is granted, the Superintendent of the receiving school will enrol the student at that school, under the condition that if space becomes limited at the school such that students residing in the attendance area of the school cannot enrol there, the Superintendent may give notice and revoke an out of area student's enrolment at that school for a coming school year.

Should a student enrol in a school other than the school assigned to the attendance area in which they reside without following the policy to obtain authorization from the Superintendent, the Superintendent may give notice and revoke an out of area student's enrolment at that school for a coming school year.

ROLES AND RESPONSIBILITIES

The Deputy Minister of Education is responsible for providing school-aged persons resident in Yukon with an educational program consistent with the requirements of the Act and regulations. Normally students will be enrolled at the school assigned to the attendance area in which the students reside.

The Superintendent is responsible for deciding whether to permit a student to be enrolled at a school other than the school assigned to the attendance area in which a student resides.

APPLICATION

This policy applies to all Yukon resident students wishing to enrol in a school that is operated by the Yukon Department of Education.

This policy does not apply to Yukon resident students wishing to enrol in a school operated by the Commission scolaire francophone du Yukon (see [CSFY Policy 3.1 Admissions](#)).

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, a decision may be based on the individual merits and facts of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective August 20, 2019.

PERIODIC REVIEW

This policy shall be reviewed from time to time to ensure that it remains relevant and up-to-date, and may be amended as required.

LEGISLATIVE AND POLICY REFERENCES

Education Act s. 11, s. 47, s. 58, s. 63.

Student Transportation Regulations O.I.C. 1991/69

Ministerial Order M.O. 1990/03 (as amended).

Provision of Educational Programs to Yukon Resident Students Policy

HISTORY

Enrollment of Students in Yukon Schools Policy, effective August 20, 2019.