

A large crowd of people, likely students and staff, is gathered in a school gymnasium or arena. The scene is filled with people, many wearing red and white clothing, suggesting a school spirit event. The background shows a large white screen or banner. The text 'APPLYING TO WESTMOUNT' is overlaid in the center in a large, bold, black font.

# APPLYING TO WESTMOUNT

2021-2022

# Important Change to Application Process for 2021-2022

Parents/Guardians of applicants will now have two ways of applying:

1. Electronically, by uploading files to:
  - [Kindergarten Upload Link](#)
  - [Grades 1-4 Upload Link](#)
2. In person, by dropping the application in the locked drop box just inside the Main Entrance to the Elementary Campus.

A large, blurred crowd of people, likely at an open house event, filling the background of the slide. The people are wearing various colored clothing, and the scene is brightly lit.

# **STEP 1 – Attend the Open House (Optional)**

There will be no Open Houses while schools are closed due to Covid 19. For complete, up to date information on Westmount's application process, please read this section thoroughly.

# Age of Eligibility

Children can start kindergarten in the fall of 2021, if they turn 5 years old on or before Dec. 31, 2021.

Applicants who were born after December 31, 2016, must contact the elementary office before their application can move forward.

Westmount may accept students who are below this age, but this will only be considered with supporting documentation from the child's psychologist.

# STEP 2 – Psychological Assessment

Complete Intelligence Testing with a registered psychologist.

- Westmount Charter School's criteria for Gifted and Talented is a Full Scale IQ (FSIQ) score or a General Abilities Index (GAI) score of 130 +/- 5.
- Psychological Assessments must be administered and interpreted by a registered psychologist.
- Tests accepted are: WISC, WPPSI, Stanford Binet.
- Ideally, psychological assessments should have been done within two years of the application. If you are re-applying, however, it may not necessary to obtain a new psychological assessment as long as the assessment you have was completed no more than 3-5 years ago, depending on the age of the child.
- Westmount Charter School only requires an Intelligence Test. We do not require an achievement test, such as a WIAT III. A psychologist, however, may recommend a WIAT III to get more information about your child. Please understand that this is a conversation between you and the psychologist.

# STEP 3 – Submit Application

Completed applications will be accepted – either electronically or in person - starting 9:00 AM September 1, 2020, until 3:00 PM November 30, 2020.

A complete application must include:

- Demographic Overview
- Parent Inventory for Finding Potential (PIP)
- Teacher Inventory of Learning Strengths (TILS)
  - This is optional for Grades 1 to 4.
  - Some teachers may refuse to complete a TILS.
  - **Not** applicable to Kindergarten applicants.
- Preliminary Medical Form

# STEP 3 – Submit Application (Continued)

Photocopies of:

- Current psychological assessment (x 2 copies)
- Birth certificate
- Immigration documents (if applicable)
- \* Social/Behavioral assessment (if applicable)
- \* An Individual Program Plan (IPP) associated with intensive behavioral
- Intervention funding (PUF) or Severe Disabilities funding. (if applicable)

**Please note:** All applications must be complete. Our office staff is not able to provide photocopying.

## STEP 3 (cont'd) - Wait for Email Confirmation that your application has been received

- Within two weeks of submitting your application package – either electronically or in person – you will receive an email from [applications@westmountcharter.com](mailto:applications@westmountcharter.com) confirming that your application has been received. (be sure to check Junk Folder as well)
- If you have not received this confirmation within two weeks of submitting, it is your responsibility to contact [applications@westmountcharter.com](mailto:applications@westmountcharter.com)

## STEP 4 – Wait to be Contacted

- You will be contacted by email regarding the status of your child's application by January 15, 2021.
- Be sure to check your email often. It is the primary way we will keep you updated on the status of your application.
- Please be sure to check your Junk Folder in case our email was sent there.

Please do not call the office before this date.

# **STEP 5 – Attend the Performance Task Evaluation for Kindergarten and Grade 1**

Performance Task Evaluation will be held at the  
Elementary Campus on:

**January 27, 2021: 8:30 AM - 10:30 AM, or 1:30 PM - 3:30 PM**

**PLEASE NOTE: Out of a desire to maintain student and staff safety in light of COVID-19, there will be no Performance Task Evaluation for 2021-2022 applicants applying for Kindergarten and Grade 1. As such, a Performance Task Evaluation score will not be considered in applicant selections.**

# STEP 5 – Performance Task Evaluation (PTE) for those applying for Kindergarten and Grade 1

- Kindergarten: All qualified applicants are invited to PTE.
- Grade 1: We invite 2-3 applicants for each available spot anticipated, EG. 4 anticipated available spots = 8 - 12 invitations.
- Those invited to the Performance Task Evaluation:
  - Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/- 5)
  - PIP is in the gifted range
  - TILS (optional) is in the gifted range
  - Be *"...students identified by the assessment process as most demonstrating characteristics of giftedness appropriate to the school's program."* (Westmount Administrative

Procedure 300: 2.2.1)

**PLEASE NOTE: Out of a desire to maintain student and staff safety in light of COVID-19, there will be no Performance Task Evaluation for 2021-2022 applicants applying for Kindergarten and Grade 1. As such, a Performance Task Evaluation score will not be considered in applicant selections.**

# Performance Task Evaluation

- Group activities that measure applicants' abilities in small group settings.
- Applicants are asked to take part in assigned activities.
- Children are observed by trained and experienced teachers.
- Following the observation, teachers provide independent comments and recommendations, which is a part of the overall assessment of the applicant.

**PLEASE NOTE: Out of a desire to maintain student and staff safety in light of COVID-19, there will be no Performance Task Evaluation for 2021-2022 applicants applying for Kindergarten and Grade 1. As such, a Performance Task Evaluation score will not be considered in applicant selections.**

# STEP 5: Grades 2, 3 and 4 - Attend Personal Interview

Students applying to Grade 2, Grade 3 and Grade 4 may be invited to an interview with two members of the Intake Committee.

Please note: We invite 2-3 qualified applicants for each available spot anticipated, EG. 4 anticipated available spots = 8-12 invited applicants.

Those invited will:

- Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/- 5)
- Have a PIP score in the gifted range
- Have a TILS score (optional) in the gifted range
- Be one of the "students identified by the assessment process as most demonstrating characteristics of giftedness appropriate to the school's program." Westmount Administrative Procedure 300: 2.2.1

**With COVID-19 precautions in mind, personal interviews will be conducted via Google Meets or Zoom.**

# STEP 6 – Wait for Notification of the Intake Committee’s Placement Decision

Parents/guardians of all applicants will be notified regarding the status of their applications by February 26, 2021.

Please do not call the office to check on the status of your application before this date.

**Important note:** Westmount Charter School consistently receives more applications than it has spots for. As a result, your child may qualify to attend Westmount, but may be placed on a list of qualified candidates, or have his or her application discontinued.

# **STEP 7 – Accept the Offer of Placement**

Once a student has been offered a place, parents will have a limited amount of time to accept.

If a placement spot is not accepted by March 12, 2021, the spot will be offered to another applicant.

# **PLEASE NOTE:** If applying to schools in addition to WCS...

- Westmount Charter School's application process dates are set a year in advance.
- If you are applying to schools other than Westmount Charter School for the upcoming school year, please note that we are not able to provide offers of placement in advance of the dates set and published in the application process.
- If another school to which you have applied requires you to confirm your intention to attend that school, you will need to make this decision knowing that Westmount cannot guarantee you a spot once you have confirmed your intention to attend that school.

# Administrative Procedure 300: Student Selection

- 1.3 “Parents are obliged to share all known information respecting the suitability of their children for the school’s program, including any pre-existing and/or diagnosed medical, social-emotional and/or educational needs. Failure to disclose such information may lead to disqualification.”
- “2.2.1 When the number of students qualifying for admission to the school is greater than the number of available positions, placement will be offered to students identified by the assessment process as most demonstrating characteristics of giftedness appropriate to the school’s program.”

Please note: being placed on a list of qualified candidates does not guarantee eventual placement.

# What does “most demonstrating characteristics of giftedness appropriate to the school’s program” mean?

Westmount considers all of the following information...

- Results and recommendations of the psychological assessment;
- Results of the Parent Inventory of for Finding Potential;
- Results of the Teacher Inventory of Learning Strengths (optional) if applicable;
- Results of the Performance Task Evaluation
  - *Anecdotal comments and recommendations from observers;*
- Other significant factors of student need indicated in the application package. Please note that these factors must be disclosed at the time of application.

In consideration of all factors, one candidate will be chosen over another candidate if he or she most demonstrates characteristics appropriate to Westmount’s program. This does not mean that your child doesn’t meet our criteria; it means that another child demonstrates meeting our criteria to a greater extent.

# Appeals of Placement Decisions

Intake Committee placement decisions may be appealed if you suspect:

- An error has been made interpreting or recording application information.
- An application has been processed in a way that is not consistent with what was presented at the Open House, what is posted on Westmount's website, or what is stated in Westmount's Administrative Policy 300.

## Please note:

- Correcting an error in interpretation or recording will not necessarily change the Intake Committee's decision.
- Appeals will most likely not be considered if they are based on information that was not provided at the time of application.
- Westmount will not consider appeals for reasons other than those stated above.

# Appeals of Placement Decisions

- Appeals must be received by email addressed to the principal no later than ten (10) business days after receipt of the placement decision.
- Email responses to appeals will be sent to parents/guardians from the principal no later than ten (10) business days after their receipt.
- Appeals of decisions made by the principal may be made to the superintendent no later than ten (10) business days following the receipt of the principal's initial appeal decision.

# Frequently Asked Questions

## 1. Who else in Calgary has gifted programs?

- Calgary Board of Education has a Gifted and Talented Program (GATE). It starts at Grade 4.
  - <https://cbe.ab.ca/programs/supports-for-students/exceptional-and-special-needs/Pages/Giftedness.aspx>
- Calgary Catholic School District. Junior High programs.
  - [https://www.cssd.ab.ca/Programs/ProgramSupports/DiverseLearning/DiverseLearningSupports/Documents/Congregated\\_Gifted\\_Brochure.pdf](https://www.cssd.ab.ca/Programs/ProgramSupports/DiverseLearning/DiverseLearningSupports/Documents/Congregated_Gifted_Brochure.pdf)

## 2. How can I be sure my application has been received and considered?

- You will receive an email once your application has been reviewed. This will ensure we have the right email address for you and will confirm that the application has been read.

## 3. What is your homework policy?

- We do not assign homework to be completed at home and returned to school. There are two exceptions:
  - 1) if a student has not made the best use of class time, and;
  - 2) if a student is receiving academic support and would benefit from practising a specific skill.
- We encourage all parents to read with their children on a regular basis.

# Frequently Asked Questions

4. How many spots will be offered at each grade level?

- 76 spots in Kindergarten
- 4 - 8 spots at Grades 1 – 4
- Please note: The number of spots offered may vary depending on the complexities classes at each grade.

5. If prospective applicants have questions, please email [admissions@westmountcharter.com](mailto:admissions@westmountcharter.com).

The questions and responses may be added to this page.