

Administrative Procedure 300

Students

STUDENT ADMISSION

BACKGROUND

The superintendent requires that the school's student admission practices comply with provincial legislation, be consistent with the terms of Westmount's Charter, be clearly communicated to parents of prospective students and respect procedural fairness.

A multi-dimensional assessment, including a psychological assessment, will be considered for each prospective student before admission. Placement will be offered to those students identified through the assessment process as demonstrating characteristics of giftedness, most appropriate to the program mandated by the charter.

PROCEDURES

1. General

- 1.1 The principal shall recommend and the superintendent shall approve, on an annual basis, the number and grade level(s) of new students to be admitted.
- 1.2 Parents of prospective students will be provided with information in order to make informed decisions about whether or not to make an application on behalf of their children at the school. Under normal circumstances, parents of all applicants are strongly encouraged to attend scheduled information sessions or read material presented on Westmount's website to obtain:
 - 1.2.1 general information about charter schools;
 - 1.2.2 specific information about the school's charter and programs;
 - 1.2.3 characteristics of gifted students, based on research and experience, which demonstrate suitability for the school's program; and
 - 1.2.4 early signs of giftedness in pre-school children, which will inform parent's decisions regarding formal assessment of their children.

The contents of information sessions will be made available on the school's website, as will details of registration processes and Frequently Asked Questions (FAQ's).
- 1.3 At the time of application, parents are required to share all known requested information regarding 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 all requested information may lead to disqualification or having the re-registration denied for the future school year.
- 1.4 The principal is responsible for designing and implementing a fair and reasonable student assessment and admission process. The student admission process will be clearly communicated and accessible to parents and prospective students. Each year, the process will ensure sufficient time for families to make informed enrollment decisions, appeal ineligibility determinations if necessary, and allow the administration to effectively plan for the upcoming school year.
- 1.5 The admission process as advertised may be altered in the event of unusual public health threats or a safety crisis.
- 1.6 The principal is responsible for managing a pool of eligible candidates to ensure that any vacancies arising before September 30 can be promptly filled.
- 1.7 Any attempt on behalf of an applicant to influence the impartiality of the selection process will result in disqualification of the applicant.

- 1.8 An appeal of a student admission decision may only be submitted if the application has been deemed ineligible. Decisions for students placed in the pool of eligible candidates are not subject to appeal. Appeals must be submitted to the school principal for review within seven (7) calendar days of receiving the admissions committee's decision.
- 1.9 If the appeal through the principal does not resolve the concern with respect to an application being deemed ineligible, further appeal may be made in writing to the superintendent. Appeals of the principal's decision must be received by the superintendent within seven (7) calendar days of being notified of the principal's decision.

2. New Students

- 2.1 Prospective students must be assessed, either by or under the supervision of a registered psychologist prior to submitting an application to the school to determine their suitability within the context of the school's charter. In addition, a multi-dimensional assessment process, conducted by qualified school staff under the direction of the principal will be utilized and may include:
 - 2.1.1 a psychological assessment yielding a Full Scale IQ score and/or a General Ability Index (GAI) on the WISC-V, or a WPPSI-IV for younger students.
 - 2.1.2 a parent questionnaire;
 - 2.1.3 a child questionnaire;
 - 2.1.4 an activity based observation;
 - 2.1.5 an interview with individual students;
 - 2.1.6 other assessment tools as applicable, e.g., report cards, Individual Program Plans, Statement of Intent; and
 - 2.1.7 sibling status.
- 2.2 The admission process is as follows:
 - 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 most appropriate to the program mandated by the charter.
 - 2.2.2 When the number of students applying for admission is less than the number of available positions, all applicants shall be offered the placement provided they meet the eligibility criteria of the assessment process.
 - 2.2.3 The school administration will advise the parents of prospective students of the results of the admission process. Parents will be given a set period of time in which to accept the admissions offer, or decline the admissions offer. All remaining eligible candidates will be placed in a pool for consideration should admission openings arise before September 30.
 - 2.2.4 School administration will keep a record of student candidates who were assessed as not meeting the eligibility criteria for admission.
- 2.3 Management of the list of applicants is the responsibility of the principal.
 - 2.3.1 A pool of eligible candidates will be created for each grade level based on assessment results.
 - 2.3.2 Parents are responsible for advising the school of changes to their email address, home and/or work phone numbers and their mailing address. All application communication will be by email only.

- 2.3.3 Available positions will be filled from the pool of eligible candidates. The school administration will make two attempts to contact parents of selected students until all available positions are filled.
- 2.3.4 Students remaining in the pool of eligible candidates, after September 30, must reapply through the admissions process in order to be considered in subsequent years.

Cross Reference:	Charter Schools Regulation Charter Agreement Charter Board Policy 11, Appeals of Student Matters
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