



## Admissions Policy for Surrey Christian School

The Admissions Policy of Surrey Christian School provides guidance on assessing the eligibility of families or individuals wishing to enroll. This policy is rooted in and reflects the mission statement, constitution, and bylaws of Surrey Christian School. The goal is to ensure that applicants understand the core values and expectations of our community and to admit those who can embrace and contribute to fulfilling the mission of SCS.

- 1) The purpose of the Admissions Policy is to:
  - a) Maintain the distinctiveness of the Christian nature of the school.
  - b) Set the guidelines for admission to the school.
  - c) Ensure that the school admits students in a fair manner.
  - d) Prevent difficulties when a student is refused enrolment in the school.
- 2) Basic considerations:
  - a) Prospective parents must want their children to be educated in accordance with the school's basis and purpose, and they must fully support the aims of the school's Christian program of instruction.
  - b) Students will be accepted for the available spaces in the school in the following order:
    - i) Applications received before February 15 from
      - (1) Children who have siblings currently attending the school, children of staff members, children of alumni who are members of a Christian church, and children currently enrolled in the preschool from families who are members of a Christian church.
      - (2) Students transferring from schools that are a member of the Society of Christian Schools in BC.
      - (3) Students transferring from other Christian schools.
      - (4) Students from families who are members of a Christian church.
      - (5) Children currently enrolled in the preschool from families who are not members of a Christian church but deemed an appropriate fit with the vision and mission of SCS.
    - ii) Other students deemed an appropriate fit with the vision and mission of SCS. Families who are accepted will be placed in a waiting pool to be considered after February 15 if there is space available.
  - c) The school will accept a student only if it believes it can provide a suitable educational program for that child.
  - d) The school does not receive provincial grants for students whose parents are not legal residents. Therefore, such students are charged additional fees to cover the lack of such grants.
  - e) Parents must agree to meet the financial obligations of enrolment within the required time period.
  - f) Parents must agree that the standards of their home will not undermine the standards of the school as outlined in the *Parent and Student Handbook*.
  - g) SCS reserves the right to refuse admission to any family.

- h) SCS reserves the right to decide not to re-enroll a student for the subsequent school year if administrators deem it is in the best interest of the school and/or the student.
  - i) All families must agree that they will endeavor to support the faith-based perspective of this school represented in the constitution, specifically appendix A, "Our World Belongs to God", a contemporary testimony.
  - j) Applications for membership in the Surrey Christian School Society are approved by the Board of Directors according to the Society's bylaws. Prospective members must complete an application form which will be reviewed by the Membership Committee. If the Membership Committee approves the application, they will recommend the applicant for final approval at the Board's next meeting. Applicants may also be asked to provide a pastor's letter of reference confirming their status as a regular, active attendee in good standing at a Christian church.
- 3) General Policies and Procedures
- a) Fees
    - i) The entry fee for new families is \$200. This entry fee is waived for parents who are employees of Surrey Christian School.
  - b) Within each of the categories above, students will not necessarily be accepted in order in which the registration forms were returned to the school.
  - c) The principal is responsible for placing the student at a suitable grade level and/or a suitable program. Testing may be required of a prospective student to determine proper grade and program placement. Proper grade placement may also be determined by information from the previous school and conversation with the student and parent or guardian.
  - d) Parents who have children enrolled at SCS and wish to register an additional child for Kindergarten for the following September must register by January 15 in order to confirm their child's seat for the subsequent school year.
  - e) Students must be legal residents of Canada.
  - f) Students must have reached 5 years of age by December 31 of the year of enrolment.
- 4) Admission Procedures
- a) Parents first submit a completed application for admission form that includes information about the student's academic, social and disciplinary history; legal residency statement; and statement of financial commitment.
  - b) All students and parents will be interviewed by the administrative staff to determine if the student is to be admitted to the school.
  - c) International students must have a Canadian guardian and homestay parent. Information on student progress will be sent to parents in home country and to homestay parents.
  - d) The school will strive to limit to 2 or 3 students per classroom for whom English is a second language and are still learning the language. Language proficiency will be determined through an interview, a language proficiency test, or a reference from the previous school. Students need to have enough English ability to keep up with classroom instruction. Students will cease to require ELL on decision of the Director of ELL.
  - e) If there is a history of disciplinary problems, students will be accepted on probationary status.
  - f) Once a student has been tentatively accepted by the school, the parents must submit the first month's tuition payment (non-refundable) to confirm enrolment.