



Choice School Policy Manual

ADMISSIONS POLICY - S17

Statement of Policy

Choice School for Gifted Children is registered as an Independent School under *The Societies Act of BC* and operates under the *Independent Schools Act, R.S.B.C. 1996, c.216*. The school focuses on the education of intellectually gifted and talented students and welcomes students with additional exceptionalities. The school provides a supportive learning community and the faculty is dedicated to exploring new opportunities where individuals can be successful and excel.

In October 2016, the Ministry of Education designated Choice School for Gifted Children as a Special Education School, one of fifteen special education schools operating in the province of BC. Under this designation, all students enrolled in the school must have a special needs designation under the Special Needs Students Order M150/89 or demonstrate the potential for such a designation, pending assessment.

The admissions process is multi-faceted, and the process is followed for each student who seeks admission to the school. Each application is valued and while the program is designed to meet the needs of gifted learners, some of our applicants possess additional exceptional needs and require support with certain areas of learning. The school has the discretion to decline applicants when it is decided that our resources and facilities do not match the individual's needs.

Definitions

"Student with special needs": A student who has a disability of an intellectual, physical, sensory, emotional or behavioural nature, has a learning disability or **has special gifts or talents**, as defined in the Manual of Policies, Procedures, and Guidelines, Section E. (Special Education Policy Manual, April 2016)

"Gifted student": A student is considered gifted when she/he possesses demonstrated or potential abilities that give evidence of exceptionally high capability with respect to intellect, creativity, or the skills associated with specific disciplines. Students who are gifted often demonstrate outstanding abilities in more than one area. They may demonstrate extraordinary intensity of focus in their particular areas of talent or interest. However, they may also have accompanying disabilities and should not be expected to have strengths in all areas of intellectual functioning. (Special Education Policy Manual, April 2016)



Choice School Policy Manual

Procedures for Policy S17, Admissions

The admissions process is as follows:

1. Initial contact with the school by phone, email or through the website. If you do not hear from us within 24 hours, please call again.
2. Arrange for a school visit for a personal tour
 - a. Parents/guardians should arrange to visit the school and meet the Principal or designated person who will conduct a personal tour of the school. Students are welcome to attend the tour.
 - b. After the tour the parents/guardians will be invited to arrange experience days for their child. They complete an Application Form for the minimum 3 Experience Days and **submit an application fee of \$250, which is non-refundable**. A Medical Form completed by the parents/guardians is also required.
 - c. Report cards for the previous year must be submitted with any other relevant educational/assessment documents such as, but not limited to, medical assessments resulting in a diagnosis related to learning needs, an Educational Psychological Assessment, Occupational or Behavioral Reports.
3. Schedule your child's Experience Days
 - a. Students are required to spend at minimum 3 days with us at the school. This gives both parties an opportunity to evaluate the student's response to the school environment and the classroom for appropriate fit. At the discretion of the Principal, some subject assessments and/or a cognitive assessment may be required and administered by the school unless there is a current Educational Psychological Assessment available.
 - b. In some cases, we may require additional assessments administered by a psychologist or medical doctor to help us understand individual needs. This will be proposed at the discretion of the Principal in discussion with classroom teachers. Arrangements and fees for this will be the responsibility of the applicant's family.
4. Enrolment Application
 - a. The final stage of the admissions process involves a meeting with the school Principal or designate and the parents/guardians and, if appropriate, the applicant. This is an opportunity to further review the student's learning profile and educational needs, discuss the suitability of Choice School as an appropriate fit for the student's needs and review the student's assessment reports. Parents are invited to make application for enrolment by completing the Enrolment Application Form. The school Principal or designate and receiving teachers will



Choice School Policy Manual

make the final decision on admission. A letter inviting enrolment will be sent by the school stating the date on which the enrolment will commence and stating any conditions that must be met to activate the enrolment. In order to secure the enrolment, the parents/guardian must acknowledge their intent to complete the enrolment. Failure to do so within a week after receiving the acceptance letter will result in the school releasing the position set aside for the prospective student back into the available pool of seats so other applicants can be accepted.

- b. To complete the process, a non-refundable tuition deposit must be received, and a Tuition Fees Agreement signed to secure a place in the school for the student. The student is not considered to be enrolled until all documents are signed. Required documentation such as Immunization Records, birth certificates, passports and visas must be provided to the school. In addition, any assessments or reports such as, but not limited to, an Educational Psychological Assessment within the last 3 years, other diagnostic assessments, Occupational Therapists Reports or Behavioural Assessments are required to be submitted. In order to secure student records from previous schools, parents must submit the Consent for Release of Confidential Community Information Form so that schools will forward their records.