



## LCS Admissions Waiting List Policy December 2018

- 1) Families will not be considered for admission or be placed on the Admission Waiting List until their application is complete. All of the following items must be completed and in the file. These items may be subject to change.
  - i) Family Registration Form
  - ii) Signed Commitment Form
  - iii) Student(s) Registration forms
  - iv) Copies of birth certificates
  - v) A declaration of Canadian citizenship (Legal Residency Form) is provided or appropriate visas for international families
  - vi) A completed Pastoral Reference form has been submitted
  - vii) Family Registration fee of \$200.00
  - viii) A copy of the most recent report card(s)
  - ix) Any supporting documents related to the safety and support of a registered student. Including but not limited to; Educational Support Services, medical diagnosis, IEPs, allergy alerts and medication instructions.
  
- 2) Children of families meeting all registration requirements will be enrolled in Kindergarten to Grade 12 (preschool if applicable) in the following order of priority:
  - i. **Students currently enrolled in Kindergarten to Grade 11 classes:** whose families are in compliance with both the Conditions and Commitments of Registration and the LCS Community Standards Policy.
  - ii. **Children of Staff Members:** who are in compliance with both the Conditions and Commitments of Registration and the LCS Community Standards Policy.
  - iii. **Wait-listed Siblings of Current Students:** who were part of a Registration Package where all the children of the family are applied for together.
  - iv. **Families or students on approved leave:** leave for up to 12 months must be applied for and approved by the LCS Head of School.
  - v. **New Family Registrations:** new family registrations where **all** school aged children are part of the application. While LCS cannot guarantee space for all the school-aged children, it is the family's desire to have all school aged children attend LCS. All new family registrations are date and time stamped by the LCS Central Office once complete. Interviews are offered based on the date and time stamp.
  - vi. **Siblings of a Current Family:** in the case of an individual student application, including 1) siblings of current families where the student was not included in the original Registration Package or 2) where a student has left without approved leave and is returning, a Student Profile along with the most recent report card must be submitted to the LCS Central Office. An interview with the campus principal will be offered when space is available.

vii. **New Partial Family Registrations:** new registrations where not all school aged children are part of the original Registration Application Package. Some of the family's school aged children will continue to attend other schools not due to space constraints at Langley Christian School. All new partial family registrations are date and time stamped by the LCS Central Office once complete. Interviews are offered based on the date and time stamp.

- 3) Re-enrolment intentions must be submitted for each child by January 31. Re-enrolments are sent out in January of each year and parents must indicate a commitment for continued enrolment by the end of January each year. Families must notify LCS by May 1 if they are not returning for the following school year or they will be responsible for one month tuition.
- 4) Tuition accounts are to be in good standing and if a family is unable to comply due to extenuating circumstances, they must contact the Business Office to make alternative arrangements. Failure to make timely arrangements could affect the family's ability to re-enroll for the following year or a student's position in a waitlisted grade.
- 5) Families applying to LCS may defer their registration to the following calendar year. They will be placed on the enrolment grid *as of the date of deferral*. In the case where the school is able to offer space for some but not all of the family's children the original registration application date remains.
- 6) Returning families: in the case of a family leaving without being approved for a leave the family must go through the regular registration application process including an admissions interview.
- 7) For grades in which the school has reached maximum enrolment the number of placements available will be determined by February 15 annually.
- 8) Families or students with extenuating circumstances may apply for a 12 month leave. In January of the year the family is requesting to return to LCS, LCS will require a \$100 processing fee, an updated Family Registration Form, Student Profile(s) and updated report card(s). If the leave extends for more than 12 months, families or student(s) on leave will need to apply for admission to Langley Christian School as a new family or new student(s).
- 9) Families may apply for admission to Langley Christian School 18 months before registration. Registration opens in April each year for the September two years following.
- 10) The Admissions Waiting List Policy is enforceable only to the extent that Langley Christian School's Admissions Policy, Class Size Guidelines, International Student Policy and Special Education policy are followed. While LCS strives to keep the application process fair and transparent the Superintendent does have discretionary power when it comes to offering spaces.