



BD300.002 ADMISSIONS POLICY

Policy Type: Board

Adopted: 2008

Revised: May 2021

1. PURPOSE

This policy guides LCS administration in determining the admissibility of new families or individuals applying for enrolment at any of the K-12 school campuses. These policies faithfully respect our Mission and the Foundational statements found in the LCS Constitution and Bylaws (2021). The goal of this policy is to guide administration in processing applications and welcoming all students God brings to LCS who desire to a distinctively Christian curricular and transformational learning experience that will empower students “to live a life of excellence and purpose in service to the Kingdom of God” (LCS Constitution & Bylaws).

2. ADMISSION REQUIREMENTS (Received in full prior to February 15 of the enrollment year)

- (a) A family or individual may apply for consideration for admission to LCS conditional upon one parent, guardian or caregiver of a prospective student, or a mature student providing the following:
 - Active and ongoing participation in the life of a Christian church supported in writing by a pastor or elder.
 - If applicable, receipt of previous reports, assessments and academic records that would enable LCS staff to determine capacity to support the student’s learning and social-emotional needs and to ensure successful transition for student and educational staff.
 - Completion of all required application documents.
 - All reports, assessments, individualized learning plans and records as required in the application documents.
 - Payment of \$200.00 non-refundable admissions fee.
- (b) A family or individual applying to LCS who does not fully meet the above requirements before February 15 of the enrolment year, may be considered for enrollment but will be placed in the waiting pool to be considered on a case-by-case basis if space remains available.
- (c) A family or individual applying to LCS who because of financial hardship cannot at the time of application provide full application fee payment, may ask to have this requirement waived without being placed in the waitpool, provided the application meets all other above requirements.
- (d) Applications of a student, or international student, transferring from another school will be considered for admission on a case-by-case basis.
- (e) LCS reserves the right to deny admission due to lack of space, lack of admissions requirements met, inability to meet the student’s needs, class composition impact, lack of disclosure, dishonesty or other reasons as determined by LCS administration consistent with the BC Human Rights Code.

3. **ENROLLMENT PRIORITY** (Applications received before February 15 are processed in the following priority)
 - (a) Children who have siblings currently attending LCS, children of staff members, or children currently enrolled in the LCS preschool who can verify participation in a Christian church.
 - (b) Students who are children of LCS alumni who can verify participation in a Christian church.
 - (c) Students who are transferring from another Christian school.
 - (d) Students whose application is supported by a parent or caregiver who can verify participation in a Christian church.
 - (e) Children currently enrolled in the preschool, who cannot verify participation in a local Christian church but are deemed to be an appropriate fit with the mission of LCS and who fully endorse the LCS K-12 curriculum.
 - (f) Students who are deemed an appropriate fit with the mission of LCS.

4. **WAITPOOL GUIDELINES:**
 - (a) Students who are accepted as fully meeting the Admissions Requirements will be placed in the waitpool for first consideration after February 15 if there is no space available at time of application.
 - (b) Applications received after February 15 will be placed in the waitpool to be processed on a case-by-case basis as space is available.
 - (c) Admission of a student with exceptionalities to the Application Requirements may be considered for admission on a case-by-case basis as determined by LCS administration if space remains available.

5. **INTERNATIONAL STUDENT ADMISSIONS:**
 - (a) International students enhance the LCS community by diversifying our student body and creating cross-cultural learning experiences and relationships. LCS will process applications for international students using the same Admissions Requirements as local students in addition to other requirements and fees as required.
 - (b) Applications will be processed and accepted for enrollment where space is available.

6. **STUDENTS WITH SPECIAL OR DIVERSE NEEDS:**
 - (a) Admission of a student with special or diverse needs is subject to the Admission Requirements (section 2) and Enrollment Priority (section 3). Known or suspected learning and social emotional needs and supporting documentation as required on the admissions form must be provided prior to February 15 or the application will be placed in the wait pool.
 - (b) Dishonestly or failure to disclose a child's learning and/or social emotional learning needs may result in LCS denying enrollment.
 - (c) The decision to enroll a student with diverse learning and/or social emotional needs will be made after a file review and made in consultation with the Director of Learning Services, Learning Services staff and receiving principal(s) to determine whether LCS can provide programming and staffing to ensure the student will thrive.

ADMISSIONS PROCESS

