



Policy Manual – Students

SP.02—French Immersion Program - Admission Procedures, Guidelines and Transportation

Admission

1. Admission into the French Immersion Program shall be at the beginning of September in **Year 2 of Kindergarten**. Registration for the program is in February (same as English Schools). Parents or guardians who wish their children to receive instruction in French may enroll them in the French Immersion Program.
2. Should space be available, **subject to an assessment by the Planning Department in consultation with the Principal, admission of Year 1 Kindergarten students into the French Immersion Program will follow this process:**
 - a) **After February 1st of each year, parents contact the French Immersion School to indicate their interest in having their child in the French Immersion.**
 - b) **Principals will create a wait list with the name of the parent, phone number, and record the date and time.**
 - c) **Once all Kindergarten Year 2 students have been accommodated, consideration will be given to the wait list applicants following the procedure below:**
 - I. **Year 1 Kindergarten students who are Catholic and live within the immediate catchment area for students enrolling in the English track of the school;**
 - II. **Year 1 Kindergarten students who are Catholic and live in the French Immersion catchment area of the school and who already have siblings in French Immersion at the school;**
 - III. **Year 1 Kindergarten students who are Catholic and live in the French Immersion catchment area who do not have siblings in French Immersion. Transportation to the French Immersion school would be the responsibility of the parents unless there is space on the bus and they apply for empty seat status; and,**
 - IV. **Other (e.g., students out of the French Immersion catchment area, non-Catholic admission [following steps 1 to 3 for priority of entry]).**
3. After September 1st of a given year, admission into the **Kindergarten Year 2** program shall be considered subject to available space and only after a conference with the principal and parent(s) or guardian(s).
4. Students may be admitted into the Grade 1 French Immersion Program without having attended the Kindergarten French Immersion Program, if space is available and at the discretion of the principal, and after a conference with the principal and parent(s) or guardian(s).
5. Admission into the French Immersion Program beyond Grade 1 shall be considered only after the following considerations:
 - interview with parent(s) or guardian(s)-principal;
 - perusal of two most recent report cards;
 - that the student has demonstrated strong learning skills and work habits; and,

- successful completion of informal testing of and interview with the student by an identified French Immersion Program teacher in both English and French.
6. All students admitted into the French Immersion program, after the **Kindergarten Year 2** shall be subject to a review by the classroom teacher, principal, parent(s) or guardian(s), and students after his/her first term in French Immersion to monitor and assess their progress and determine next steps to support their learning.
 7. **Where the needs of a student may be best served by withdrawal from the Program, conferences with parent(s) or guardian(s) to discuss progress, options and future implications shall be conducted. Such withdrawal may take place after following the implementation of reasonable intervention strategies by school staff such as:**
 - **consultation with the Principal, Special Education Resource Teacher and appropriate support staff;**
 - **development of an Individual Education Plan with program accommodations and modifications by the classroom teacher and/or Special Education Resource Teacher; and,**
 - **on-going review of assessment data.**

If students leave the French Immersion (FI) program, they need to return to their home school unless there is available space in the English program. If the student has siblings in the French program, they may be given priority for admission as an exception to boundary.

Notwithstanding the above, any parent(s) or guardian(s) has/have the right to withdraw his/her child from the French Immersion Program at any time.

8. French Immersion at the Secondary level shall include a variety of credits in each of the four years, so that, students can complete 10 credits (4 French Immersion Courses and 6 courses taught in French) to receive certification.

Admission Procedures for New French Immersion Sites

1. **Students registered in the Kindergarten French Immersion program at a currently existing French Immersion site will qualify for entry into the French Immersion program in Kindergarten Year 2 or Grade 1 at one of the new French Immersion sites if they are in the French Immersion catchment for the new site and there is the ability for the school to accommodate.**
2. **Grade 1 siblings of students entering Kindergarten French Immersion from an existing location will be given right of entry into the Grade 1 French Immersion program at the new site. If space allows, a lottery system will be available to existing students in the new French Immersion school who wish to register in the French Immersion program. If additional spaces are available, the lottery would be extended to the students in the French Immersion catchment of the new site for Grade 1.**

Transportation

Transportation may be provided for all Kindergarten Year 2 to Grade 12 students enrolled in the French Immersion program from their home school to the French Immersion school and back. For Kindergarten Year 1 students, transportation to and from the French Immersion school would be the responsibility of the parents unless there is space on the bus and they apply for empty seat status. Students who attend a French Immersion school and are out of bounds are responsible for their own transportation unless they apply for empty seat status.

Provisions for transportation are subject to the policy and procedures as outlined in Student Transportation, Transportation of Pupils ST01

<https://www.hwcdsb.ca/board/policies/?fileID=8742>.