

## Administrative Procedure #401 Admission of Students

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The following procedures will be used to enable current and new admissions to Thrive Elementary School.

### General Procedures

1. The Principal is responsible for the specific design and implementation of the student identification and admission process.
2. Parents of prospective students shall be provided with information that will enable them to make an informed decision regarding whether or not to make application for enrolment on behalf of their child.
3. As a general rule, parents of all applicants will receive the following prior to enrolling:
  - i. General information about charter schools
  - ii. Specific information about the school's Charter and programs
  - iii. Information regarding characteristics of students, based on research and experience, who demonstrate suitability for the school's program.
4. Applications for admission should be submitted to the school Principal on or before a date that has been determined by the Principal. Applications may be received after that date in the event that vacancies exist in specific classes or grades.
5. The Principal shall approve, on an annual basis, the number of new students to be admitted for enrolment at each grade level.
6. Administration and registration procedure for current students (in-house registration) include the following:
  - i. To identify all available openings, Thrive Elementary Charter School registration and admission process starts with an in-house registration to see how many students are returning and whether they have siblings eligible for enrolment.
  - ii. Siblings of current students will be given first priority for K-6 enrolment. Registration for these students will begin in January of the preceding school year.

7. In the event of oversubscription, students will be placed on a waitlist.
8. An Admissions Committee, consisting of the Secretary Treasurer, Superintendent and the Principal shall review all applications for enrolment and make recommendations with respect to the acceptance or denial of enrolment regarding each applicant.
9. The Principal is responsible to form the Admissions Committee.
10. Recommendations regarding admission will be made by the Admissions Committee, with the final decision of the Admissions Committee resting with the school Principal.
11. The Principal is responsible to ensure that parents are informed of decisions regarding admission of applicants for enrolment.
12. If a student is not accepted into the program, the parents/guardians may appeal the decision of the Principal to the Superintendent. If the parents are not satisfied with the decision of the superintendent, they may appeal to the Board of Directors. Parents may request that the Minister of Education review a decision of the Board where provincial legislation provides opportunity for such a review.
13. Preference for admission will be given to siblings of children already enrolled in the school, provided they meet the admissions criteria.
14. The Principal shall prepare and maintain a waitlist of qualified prospective students, so that vacancies that occur during the school year can be filled.
15. A waitlist of qualified candidates shall be established at each grade level based on charter requirements.
  - i. Available positions will be filled from the waitlist. The school administration will make reasonable effort, on more than one occasion, to contact the parents of the first student on the waitlist. If a parent cannot be contacted, the position will be offered to the next student on the waitlist.
  - ii. The parents of a student offered placement will be given a set period of time to accept that placement. Should the parents choose not to accept the placement, they can choose whether to withdraw their child's name, or have it placed at the end of the list.
  - iii. Students remaining on the waitlist will, upon request, be considered for enrolment in the subsequent school year. Parents will be required to update the student's file, with any associated costs to be borne by the parent.

- iv. Parents are responsible for advising the school of changes to their email address, home and/or work phone numbers, and their mailing address.
16. Procedures Specific to New Applicants in Kindergarten to Grade 6:
- i. The following components will generally be included in the admissions procedure:
    - a. Application form completed by the parent(s).
    - b. Submissions by the parent(s) of required information supporting that the family meets the Thrive Charter School requirements.
    - c. Incomplete applications may result in denial of enrolment by the Admissions Committee.
17. Application forms may be submitted beginning the first Monday after the winter break (January) for new students seeking admission in the fall of the upcoming school year. Any changes to the registration date requirements will be posted on the school's website.
18. Procedures specific to current students in kindergarten to grade 6:
- i. Returning students do not need to complete an annual application form but do need to register by the end of February for continuing enrolment in the upcoming school year. Parents must provide information that they continue to meet the requirements for their child(ren)'s enrolment in Thrive Charter Elementary School.

#### Thrive School Combined Household Income Thresholds for 2026-2027

2-person household	\$49,205
3-person household	\$60,263
4-person household	\$69,587
5-person household	\$77,800
6-person household	\$85,225
7-person household	\$92,054
8+ person household	\$98,410

*Reference:*

[Low income measure \(LIM\) thresholds by income source and household size](#)