

Section:	Administration
Policy:	5.01
Revised:	September 2022
Approval:	Motion #331

5.01 Admissions Policy

1. Rationale

The Admissions Policy of Kootenay Christian Academy (KCA) guides the school in determining the admissibility of new families or individuals desiring to enroll at KCA.

The Admissions Policy is based on and faithfully reflects our mission as a Christian school, as well as our constitution and by-laws. The goal of this policy is to ensure that those seeking admission at KCA will be aware of the essence and expectations of our community, and to admit families or individuals who can subscribe to and will enhance the fulfillment of the KCA vision in a communal context.

1. Prospective parent(s)/guardian(s):

- 1.1. Want their children to be educated in accordance with the school's Christian program of instruction.
 - 1.2. Be willing to voluntarily sign and wholeheartedly endorse, accept and support the behavioural standards and core values of the school as outlined in our school handbooks, the Partnership Agreement Form, and the KCA website.
 - 1.3. Be willing to actively participate in the community of KCA through time, prayer, active involvement, and finances beyond tuition requirements as God leads
 - 1.4. Be willing to adhere to the Education Policies and Procedures Manual [\(add link\)](#)
- The school may accept a limited number of students/families who have not made a faith decision where there is significant evidence of interest in exploring Christian faith.

2. General Policies & Procedures

- 2.1. 1.The Admission Process includes, but is not limited to:
 - 2.1.1. Completion of all application documents provided by KCA
 - 2.1.2. Interview of prospective families by the principal
- 2.2. 2. Reasons KCA may not be able to accept the student include, but are not limited to:
 - 2.2.1. Admission requirements not met
 - 2.2.2. Classes are full
 - 2.2.3. Inability of KCA to meet child's overall needs
- 2.3. The principal is responsible for placing the student in the appropriate grade.
- 2.4. Parents must submit a \$100 application fee per family.
- 2.5. Kindergarten and grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the year of enrollment. Government funding regulation requires that parents supply the school with proof of age (Birth Certificate).
- 2.6. The school reserves the right to expel a student whose conduct consistently conflicts with the school's mission and vision. The appeal process is laid out in the Education Policies and Procedures manual. [\(add link\)](#)
- 2.7. The principal of the student's previous school(s) may be contacted.