



FRENCH IMMERSION
QUESTIONS REGARDING ADMISSIONS AND ENROLLMENT

Q. I am interested in enrolling my child in French Immersion. What are the options?

- A. West Vancouver School District offers both early and late French Immersion.

Early French Immersion (EFI) programs are available at both Ecole Cedardale and Ecole Pauline Johnson. Enrollment in EFI generally occurs at the Kindergarten level, although students may enter the program at the Grade 1 level until December, *space permitting*.

Ecole Cedardale is an International Baccalaureate (IB) World School, offering the French Immersion IB Primary Years Program (IB PYP). There is an associated fee with the IB PYP program.

Applicants who wish to enroll in EFI are free to choose *either one or both* of the French Immersion schools. However, it is important to understand that if only one of the French Immersion schools is selected, the application will be considered for spaces at that school only. If you wish to be considered for placement at BOTH French Immersion schools, you must select both schools as two of your three prioritized school choices.

Applications for admission to EFI and EFI IB PYP are subject to a lottery process. There will be two separate lotteries held in early December to determine placement offers. A student may be included in both lotteries, provided both schools are selected as choices on the online application and provided all required documentation is submitted to the first choice school before the close of the lottery period.

Late French Immersion (LFI) begins in Grade 6 and is offered at Ecole Pauline Johnson only.

Q. When can I submit an application for my child for French Immersion?

A. **Early French Immersion**

Children enter Kindergarten in September of the calendar year in which they turn five years old. Applications for children born in the year 2014 who will enter Kindergarten in September 2019 will be available online **BEGINNING AT 8:00 a.m. on MONDAY, OCTOBER 15th, 2018 and CONTINUING UNTIL 3:00 p.m. on FRIDAY, NOVEMBER 30th, 2018.**

All applications must be submitted using the online registration form at <http://westvancouver.schools.ca/admissions/apply-now>

Due to the strong demand for these programs of choice, the West Vancouver School District will conduct two separate lotteries to identify those children who will be registered for French Immersion Kindergarten for the 2019/20 school year: one for EFI IB PYP at Ecole Cedardale and one for EFI at Ecole Pauline Johnson. The registration will follow Ministry guidelines and Board policy.

Only those online applications where all supporting documentation has been received by the lottery deadline will be included in the lottery.

For students to be included in both lotteries, both schools must be selected as prioritized choices on the online registration form.

The application process for any **Grade 1** spaces that may be available begins at the same time as the Kindergarten application process. Placement at the Grade 1 level is handled according to the [Student Registration Guidelines](#), *space permitting*.

Late French Immersion

For students wishing to enter Grade 6 Late Immersion classes in September 2019, in-district applications will be accepted from October 15, 2018 to March 1, 2019. Out-of-District applications will be accepted from January 15 to February 1, 2019.

Please note: Late French Immersion is offered at Ecole Pauline Johnson only.

Q. How do I apply for French Immersion?

- A. All application for admission must be submitted electronically, using the online registration form at <http://westvancouver.schools.ca/admissions/apply-now>

Documentation for Early French Immersion must be submitted to your **FIRST CHOICE school**:

Ecole Cedardale
595 Burley Drive, West Vancouver, BC
Tel: (604) 981-1390
Documentation submission: Monday to Friday 9:30 – 11:30am

Or

Ecole Pauline Johnson
1150 22nd Street, West Vancouver
Tel: (604) 981-1225
Documentation submission: Monday to Friday 9:30 – 11:30am

Late French Immersion documentation for out-of-district applications must be submitted to:

Ecole Pauline Johnson
1150 22nd Street, West Vancouver
Tel: (604) 981-1225
Documentation submission: Monday to Friday 9:30 – 11:30am

*Students who are **currently** attending Grade 5 in the West Vancouver School District must complete **only** the on-line registration form and are **NOT** required to supply the additional documentation, unless residence information or guardianship / custody has changed.*

Q. What is required for application?

A. All Applications require:

Completion of the West Vancouver School District online registration form, indicating at least two prioritized choices of school

All Early French Immersion Applications and Out-of-district Late French Immersion Applications require that ORIGINALS of the following documents be presented in person by a parent or documented legal guardian, not another family member, caregiver or friend. Relocation and/or real estate agents are not permitted to act independently for parents.

A. PROOF OF STUDENT BIRTHDATE

- Child's original birth certificate (long form birth certificate if available)

B. PROOF OF CITIZENSHIP (*required for both student and parents*)

- Child's original birth certificate; Canadian passport, or Canadian Immigration or Citizenship documents
- Canadian Immigration or Citizenship documents for at least one birth parent or legal guardian (not custodian)
- Please bring passports if available

C. PROOF OF RESIDENCE

These documents must contain one of the parent/guardians' names, at the residential address shown on the application and must be current. Utility bills must show the residential (service) address. Some schools may require three pieces of primary residential documentation.

Please note: purchase agreements are considered valid as of the closing date noted, and tenancy agreements are considered valid as of the start date specified in the length of tenancy section. Business addresses are not acceptable for admissions purposes.

Primary Proof of Residence (minimum two pieces)

1) A minimum of one of the following showing parent/guardian names at address cited

- Completed Purchase Agreement
- Completed Residential Tenancy Agreement
- Most recent BC Property Assessment notice
- Most recent Property Tax Notice

AND

2) A minimum of one of the following:

- A current residential utility bill addressed to one of the parents/guardians at the address cited. This may include:
 - Municipal metered utility statement
 - BC Hydro bill
 - Fortis BC bill
 - Cable TV or Internet provider bill
 - Homeowner / tenants' insurance for the address cited
 - Landline telephone bill (cell phone bills will not be accepted as primary proof)
- Homeowner or tenant's insurance documents for the address cited, with at least one of the parents/guardians as the named insured

Please note: If your primary proof of residence is incomplete, you are required to provide secondary proof.

Secondary Proof of Residence (minimum three pieces)

If all utilities are included in the tenancy agreement, you will be required to provide secondary information to confirm your address. Documents must show the name of at least one parent/guardian at the residential address cited on the application:

- Bank account statement
- Credit card bill (ideally from a different bank than the account statement)
- Cell phone bill
- Government identification showing address cited (BC driver's licence, BC Identification, or BC Services Card only)
- **** BC Driver's licence with an address sticker will be accepted as a fourth piece of supplementary documentation ONLY ****

If you are living temporarily with friends or family and you do not have a tenancy agreement, you will be required to provide the following:

- A notarized letter, signed by the homeowner and student's parent (s), confirming the owner's name and full address of the residence, and the names of the family members living with them, along with an estimated duration of the arrangement.

- ONE of the following: the most recent property tax bill or property assessment, or municipal metered utility bill supporting ownership
- Three pieces of supplementary documentation that show the student's parent's name(s) and the address cited. These can include: bank statement, tenant's insurance, credit card bill (ideally from a different bank than the statement), mobile phone bill, or government identification (BC driver's licence, BC identification, or BC Services Card). A BC driver's licence with an address sticker will be accepted as a fourth piece of supplementary documentation only.

D. CHILD GUARDIANSHIP / CUSTODY AGREEMENTS

- An original and complete Order from the BC Supreme Court or BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time, or custody agreement pertaining to the child. **Please ensure that all pages for the Order are included. We are not able to accept partial or incomplete Orders.**
- If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration.
- If one parent is deceased, please provide a death certificate if possible

E. CHILD'S PREVIOUS REPORT CARDS (if applicable)

- Original report card from previous school year

F. CHILD'S IMMUNIZATION RECORDS (if available)

- Child's Immunization Record as well as any other important health documents

*Students who are **currently** attending Grade 5 in the West Vancouver School District must complete **only** the on-line registration form and are **NOT** required to supply the additional documentation, unless residence information or guardianship / custody has changed.*

Q. At which school will my child be placed – Ecole Cedardale or Ecole Pauline Johnson?

- A. Due to the strong demand for these programs of choice, West Vancouver School District will hold two separate lotteries to identify those students who will be registered for French Immersion Kindergarten for the 2019-2020 school year: one for EFI IB PYP at Ecole Cedardale and one for EFI at Ecole Pauline Johnson. The registration will follow Ministry guidelines and Board policy.

When completing your online registration form, you will be asked to indicate your school choices in order of priority. Students may be included in both lotteries, provided both schools are listed as prioritized choices.

Lotteries will be held in early December and will include only those students with complete applications (ie. an online application completed and all required documentation submitted to the first choice school before the end of the lottery period.)

Assignment will be based on the following:

- 1) Lottery priority for the Kindergarten spaces at either school will be given to in-district applicants who have older siblings in the higher grades at the same school, provided they have applied during the lottery period.

- 2) Any remaining spaces will be assigned on a lottery basis to those in-district applicants who have submitted complete applications during the lottery application period. At the time of application, parents are asked to indicate at least two prioritized schools, where they may indicate a preference for either Ecole Cedardale or Ecole Pauline Johnson. If both schools are selected, the student will be included in both lotteries.
- 3) Students whose families are not residents of West Vancouver are categorized as Out-of-District (siblings and non-siblings) with priority given to siblings.

Late French Immersion students enter Grade 6 at Ecole Pauline Johnson only. LFI is not offered at Ecole Cedardale.

Q. When will I find out to which school my child has been assigned?

- A. The lotteries will be held in early December and e-mails will be sent to each family as quickly as possible thereafter. As outlined in Board Administrative Procedure 300 7.1, parents will be given 24 hours to make the decision to accept a position offered.

Q. What if I missed the lottery application period?

- A. You may still submit an online registration form after December 1. Once you have submitted all required documentation, your application will be placed on a waitlist and will be processed on a first-come first-served basis, according to the usual priority system after all applicants included in the lottery process have been offered spaces. You will be notified by email if a place for your child becomes available. Waitlists are not carried over from year to year.

Q. I live close to one of the French Immersion schools and would like priority to attend that location.

- A. Unlike the English language schools which serve specific neighbourhoods, the French Immersion program is a District-wide program. Consequently, the catchment area is defined as the District of West Vancouver.

Q. My child did not attend French Immersion Kindergarten. Can I submit an application for him/her to enter French Immersion at the Grade 1 level?

- A. Entry into the Early French Immersion program may occur at the Grade 1 level until December of the school year, **space permitting**. However, the popularity of the French Immersion program in recent years has resulted in very few openings at the Grade 1 level. Applications for Grade 1 entry also occurs at the same time and location as that for Kindergarten entry but is handled on a first-come, first-served basis according to the usual priority system. *Only those applications where all supporting documentation has been submitted are regarded as complete. Incomplete applications will not be considered.*