Classical Academy
ALBERTA

Registration, Re-registration, Enrolment, and Waitlist Policy

1. Purpose

This policy outlines the criteria and processes governing student registration, re-registration, and enrolment at different grade levels within Alberta Classical Academy (the "Academy") schools.

2. Principles

2.1. Alberta Classical Academy schools are intended for learners who are committed to seeking moral and intellectual excellence, and who partake in a community of friendship, conversation, respect for human dignity, and a shared pursuit of truth, wisdom, and beauty.

2.2. Our program is demanding, both academically and in its standards for student and parent behaviour.

2.3. The Academy has the right to determine whether a student meets the criteria for the Charter program.

2.4. Pupils and parents are expected to follow the school's applicable codes of conduct, support the school's philosophy and charter, and, in the case of pupils, apply themselves diligently and conscientiously to their studies and seek to better themselves morally.

2.5. A high-quality classical education should be available to all who sincerely seek it.

3. Definitions

Academy means the Alberta Classical Academy

Enrolment means the final acceptance of a student into the Academy, confirmed in writing by the School, for the purposes of section 11(2) of the Education Act (as amended). Enrolment only occurs after the Academy has removed any conditions in the registration process and is subject to verification of the requirements stated in this policy.

Independent Student has the same meaning as under section 1(1)(n) of the Education Act (as amended)

Parent has the same meaning as under section 1(1)(r) of the Education Act (as amended)

Registration means the Academy's annual administrative process for assessing the eligibility of new and returning students and offering conditional placement for a particular school year pending Enrolment. Registration does not constitute Enrolment

School refers to a particular campus of the Academy unless context requires otherwise

4. Application Requirements

4.1. All applications must be submitted by a parent on behalf of their child, or by an independent student on their own behalf.

4.2. Applicants and prospective pupils must demonstrate their interest in, understanding of, and commitment to our program to be considered eligible for admission. The degree of pupil interest and understanding is measured against pupil age and ability. We strongly encourage Parents and students to attend a school information session and/or school tour prior to applying, as this will allow them to learn about the program's philosophy, curriculum, teaching methods, and expectations for students. We also encourage applicants to conduct their own research on our schools.

4.3. All new applicants are required to provide a written expression of interest demonstrating their efforts to understand our program and philosophy and their commitment to the same. This applies to all parents of students from Kindergarten to grade 8, and to students applying for grades 5 to 12.

4.4. Given the academically demanding nature of the program, students must demonstrate that they are capable of meeting grade-level expectations, both academically and behaviourally. At the discretion of school administrators, students who are evaluated as performing below grade level may be offered a place in the grade corresponding to their level; offered conditional registration; or be declined admission. This applies to both new applicants and those seeking re-registration.

4.5. As part of the new student application form, the following documents are required at the time of application (items marked with * are mandatory for all applications):

- 4.5.1. A signed parent commitment form *
- 4.5.2. Proof of citizenship, permanent residence, or legal status in Alberta *
- 4.5.3. Written statement(s) of interest that demonstrate an understanding of our
- 4.5.4. program and philosophy from all parents applying for grades K - 8, and for students applying from grades 5-12*
- 4.5.5. Copies of the child's two most recent report cards (mandatory where applicable)
- 4.5.6. Copy of Provincial Achievement Test results (if applicable)
- 4.5.7. Copy of Individual Program Plans (mandatory where applicable)
- 4.5.8. Copy of Psycho-Social Assessments (mandatory where applicable)
- 4.5.9. Copy of other Specialized Assessments (SLP, OT, etc., mandatory where applicable)
- 4.5.10. Parenting plan, custody agreement, or protection orders (mandatory where applicable)
- 4.5.11. Other documents requested by the school

4.6. Applicants who withhold material information, or engage in fraud, deception, or deliberate misrepresentation in connection with an application or in representations made to the Academy at any stage of the registration process may not be eligible for registration, re-registration, or enrolment.

4.7. Where material information is withheld, or fraud, deception, or deliberate misrepresentation occurs in connection with registration or re-registration, the following may apply, in accordance with applicable legislation and Academy policy:

- 4.7.1. An application may be denied if the conduct is discovered before registration or re-registration is completed.

4.7.2. Registration or re-registration may be cancelled before enrolment is confirmed. If the conduct is discovered after enrolment is confirmed, the Academy may take any action permitted by applicable legislation and Academy policy.

4.7.3. The person responsible may be ineligible to submit future applications for student registration or re-registration.

5. Where a parent or independent student fails to fulfill their commitments to the Academy, the offer of conditional registration and enrolment may not be renewed for the subsequent school year. The parent or independent student may also be ineligible to submit future applications, in accordance with applicable legislation and Academy policy.

6. Admission Categories

Registration offers shall be made through the following admission streams:

Category	% [1]	Description
Priority	Unlimited	Priority consideration within the registration process is given to eligible students who meet the following criteria: • Returning / currently enrolled pupils[2] • Direct descendants of founders[3], governors, staff, and faculty • Siblings of currently enrolled pupils[4] • Pupils transferring out of necessity from another Alberta Classical Academy school[5] • Discretionary status[6] • Families that joined the school's initial Interest List[7] Applicants claiming priority status must apply or submit their request for registration or re-registration no later than February 1.
Mission-aligned	Up to 25% of new registrations	Students or families who show an exceptional commitment to the classical liberal arts, or who demonstrate excellence in domains aligned with the charter.[8]

Community	Up to 20% of new registrations	This category is reserved for students or families who live within a safe walking distance of the school, typically defined as 2.5km.
Lottery	All remaining	All remaining eligible applicants[9] will be entered into a lottery, which shall run on February 1 of each year. Students with sufficiently high places in the lottery will be invited to advance to the next stages of the application process. Applications received post-lottery will be added to the bottom of the waitlists in the order received. Each grade shall have its own lottery, and lottery positions are reset annually. If a student is not offered conditional placement through the registration process in a given year, they must renew their entry in the lottery if they wish to be considered for the following year.

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[1] Refers to the total number of students enrolled in a given year at each campus (i.e. not per grade)

[2] Continued enrolment is subject to adherence to the Academy's charter, philosophy, and expectations as set out in this policy, the Student Code of Conduct, the Parent Code of Conduct, the Retention and Probation Policy, and other applicable Academy policies and regulations. Students must re-register each academic year. Non-compliance may result in non-renewal of registration and enrolment for the subsequent school year.

[3] For purposes of this policy, founders are defined as: Caylan Ford, Francis Fast, Jenny Fast, Jim Silovs, John Picard, John von Heyking, Joseph Woodard, Malcolm Lavoie, Moira Lavoie, Ryan Parks, Colleen Parks, Sadiq Valliani, and William French

[4] Sibling priority is an administrative preference and not a guarantee of admission. Each applicant must meet required eligibility criteria on their own merits. To declare sibling status, children must be brothers or sisters who permanently cohabit in the same household under the legal care of the same parent(s) or legal guardian(s). The Academy reserves the right to verify guardianship and residency. Fraudulent claims will result in immediate cancellation of the application or revocation of an offered placement.

[5] Applies when a student a) moves from one city or geographic region to another, necessitating a new campus designation; or b) transfers necessitated due to grade or section offerings.

[6] Reserved for exceptional circumstances, and subject to approval from the office of the Superintendent

[7] Refers to the Interest Lists that were collected *prior* to the establishment of the school as a condition of being granted a charter

[8] The Academy shall apply established, charter-aligned criteria consistently. Meeting these criteria does not guarantee admission.

[9] Lottery eligibility is subject to the requirements of Section 4. Lottery entry or position does not guarantee admission, which remains subject to applicable assessment and enrolment requirements.

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7. Interviews

7.1. Before the registration process is completed, all new pupils/families will be invited to participate in an interview, grade placement assessment, and a student observation day. The purpose of these criteria is to confirm the applicants' understanding of and enthusiasm for our charter program, their readiness to comply with the Student and Parent Codes of Conduct, and the student's social and academic readiness for the program.

7.2. To be eligible to proceed through registration or re-registration, all pupils must demonstrate their personal commitment to seeking moral and intellectual excellence in the classical liberal arts tradition, and their desire to be part of the Alberta Classical Academy community. Such commitment will be assessed with regard to the pupil's age and any other relevant personal conditions. School administrators shall develop a process and criteria to evaluate this commitment.

8. Registration, Re-Registration, and Enrolment

8.1. Registration and re-registration are administrative processes used by the Academy to assess student eligibility and offer conditional placement and do not constitute enrolment in the Academy.

8.2. Completion of the registration and re-registration process, acceptance of a conditional placement offer, or payment of any deposit do not, by themselves, constitute enrolment.

8.3. A student becomes enrolled only after receiving official written confirmation of enrolment from the School. A student will not be considered enrolled if the Academy has not received and reviewed the mandatory records outlined in
8.4. paragraph 4.5, such records being a prerequisite for enrolment.

8.5. For students re-registering for the upcoming school year, confirmation of enrolment will be provided on or before July 1 and will state the effective date of enrolment.

8.6. For students admitted during the school year, enrolment takes effect on the date specified by the School.

8.7. Until enrolment takes effect, a student remains subject to the eligibility and registration requirements established under this policy in accordance with the Charter, Academy policy and applicable legislation.

8.8. Once a student is enrolled, the Academy assumes the responsibilities applicable to an enrolled student under the *Education Act*, including the responsibility set out in section 11(2).

9. Re-Registration of Current Students for the Subsequent Year

9.1. `Enrolment at the Academy is valid only for the school year for which it is confirmed. Returning students must complete the annual re-registration process to be considered for enrolment in the subsequent school year

9.2. The annual re-registration process for the subsequent school year will normally commence in or around January of the current school year. Parents wishing to benefit from the priority offered to current/returning students must use this process.

9.3. To complete the re-registration process, parents/guardians must, within the timelines established by the Academy:

- 9.3.1. submit all required re-registration forms;
- 9.3.2. pay any required deposits or fees;
- 9.3.3. acknowledge and agree to comply with the terms of conditional registration, the Parent Code of Conduct, Student Code of Conduct, and all other applicable Board policies and administrative regulations; and provide any additional information or documentation requested by the Academy.

9.4. Completion of the re-registration process does not guarantee enrolment for the upcoming school year. The Academy will continue to consider the eligibility criteria under this policy through the remainder of the current school year before issuing written confirmation of enrolment.

9.5. A returning student is enrolled in the Academy for the upcoming school year only after the Academy issues written confirmation of enrolment. Such confirmation will typically be provided on or before July 1 and will state the effective date of enrolment.

10. Non-Renewal of Registration

10.1. Eligibility to proceed to re-registration and receive confirmation of enrolment for the subsequent school year is subject to continued compliance with the Academy's Charter, Board policies, administrative regulations, and the expectations of the Academy community.

10.2. Registration may not be renewed for a subsequent school year, despite completion of the conditional re-registration process, where a student or their parent fails to meet the requirements established by the Board, including, but not limited to, the requirements contained in:

10.2.1. the Retention and Probation Policy;
10.2.2. the Student Code of Conduct;
10.2.3. the Parent Code of Conduct;
10.2.4. this policy; or
10.2.5. any other applicable Board policy or administrative regulation.

10.3. The Principal of the relevant school is authorized to determine whether a student's conditional registration will be accepted and whether enrolment will be confirmed, in accordance with the applicable Administrative Regulation.

10.4. A parent may appeal a Principal's non-renewal of enrolment decision or non-enrolment decision to the Superintendent, pursuant to the applicable policy (Appeals Regarding Student Matters), whose decision is final with the Academy.

10.5. The grounds, procedures, notice requirements, and appeal process respecting non-renewal of registration and non-enrolment decisions are established in the applicable Administrative Regulation.

Amended: September 22, 2025
Amended: September 29, 2026
Amended: October 20, 2026

Appendix A: Parent/Guardian Commitment Form

As reflected in our charter, mission, and guiding principles, parent partnerships are a cornerstone of the culture at the Alberta Classical Academy (ACA). We believe parents are the primary educators of their children and that it is the role of the Academy to work closely with parents to support student learning.

The Alberta Classical Academy requires parents to be effective partners in their child's education and to fully support the goals, philosophy, programming, and staff of the Academy. The following school parent partnership commitment document outlines the level of support and participation expected of Alberta Classical Academy parents—at home, school, and in the community. These commitments will be communicated more fully in the Parent Code of Conduct and Student Code of Conduct that are available on our website at https://www.classicalacademy.ca/bylaws-and-policies.

Completion of this Parent Commitment Form is required to complete the administrative registration process. Completion of the form does not, by itself, confirm your child's enrolment in the program. (Only one signed form per family is necessary.)

Commitments and Acknowledgements

- I have attended and/or viewed the school Information Session in full, and I agree to support the goals, philosophy, programming, and curriculum of the Alberta Classical Academy.
- I understand that being actively involved in my child's education and making school and learning a priority will help them achieve their full potential. This includes, but is not limited to, adhering to and supporting the Academy's discipline, attendance, and homework policies.
- I have read and understand the Academy's Charter, the Parent Code of Conduct, the Student Code of Conduct, and applicable Academy policies and regulations, and I acknowledge my responsibility as a parent to comply with these requirements and all applicable legislation.
- I will endeavour to serve as a model to my children, providing moral guidance and inspiring a love of learning in them.
- I understand my role in supporting the development of virtuous and conscientious behaviour in my child, and I will ensure that they understand and abide by applicable legislation and the Academy's Student Code of Conduct.

- I understand that my child's enrolment applies only to the school year for which it is confirmed and that enrolment for a subsequent school year is subject to annual re-registration, Principal approval, and continued compliance with the Academy's Charter,
- policies, regulations, and community expectations, and written confirmation of enrolment from the Academy.
- I understand and acknowledge that the Academy may retain a student in their current grade in accordance with applicable Academy policies and procedures.
- I understand and acknowledge that I am required to provide complete, accurate, and truthful information that is relevant to my child's registration, re-registration, eligibility, educational programming, or support needs, and to promptly disclose any material changes to that information.
- I understand and acknowledge that withholding material information, fraud, deception, or deliberate misrepresentation during registration or re-registration, or in subsequent dealings with the Academy, may result in denial or cancellation of registration or re-registration, non-confirmation of enrolment for a subsequent school year, or other action permitted by applicable legislation and Academy policy.
- I agree to support and adhere to the Academy's Uniform Policy by ensuring my child is dressed in age-appropriate uniform pieces, which meet set standards of cleanliness and propriety when attending school.
- I am aware of, and in full agreement with, the Academy's policies relating to cellular phones and smart devices, and the goal of limiting extraneous technology use in school. I will ensure my child adheres to this policy, and I will support discipline decisions related to this policy's enforcement.
- I commit to being conscientious in regulating and monitoring technology use outside of school hours and in the home.
- I understand that Alberta Classical Academy takes as one of its aims the cultivation of responsible citizenship, and that the school's civic rituals include the singing of the Canadian national anthem and other expressions of reverence for the nation's traditions and heritage.
- I agree to raise concerns with the appropriate staff in a timely fashion and to work constructively towards solutions; furthermore, where concerns are raised, I commit to support positive and respectful relationships with due regard to confidentiality and discretion.
- I will conduct myself in a professional, courteous manner when dealing with the Academy and all its employees, in a way that will not disrupt the functioning of the School.

Financial/Additional Commitments and Acknowledgements

- I agree to the timely payment of required School Resource Fees and acknowledge that the full payment of fees is required for my child to attend during the upcoming school year.
- I understand that the collection of additional Off-Campus Activity Fees will be required on occasion to enhance programming (e.g., Outdoor Education Trips).
- I agree to timely payment of Transportation Fees for busing if required by my child. I acknowledge non-payment will result in the rescinding of busing for my child.
- I agree to seek out opportunities to volunteer at the School, and I will endeavour to contribute a minimum total of 10 hours of volunteer work.
- I understand and acknowledge that an offer of conditional placement, completion of the registration or re-registration process, or payment of any deposit does not, by itself, constitute enrolment. Enrolment is final only when the Academy provides written confirmation of enrolment.
- I agree that, by completing this form and the accompanying registration package, I am confirming my intention to enrol my child/children at the Alberta Classical Academy for the upcoming school year. I understand that enrolment is final only when the Academy provides written confirmation of enrolment.
- I agree to immediately contact the School should my child/children no longer require a place in the upcoming school year, so that other families on the Academy's waitlist can be accommodated.

We, the parents, have read and agree to abide by the principles and standards outlined above.

PARENT/GUARDIAN Names:

_____ _____

Parent/Guardian SIGNATURE(s)

_____ _____

DATE: _____

Student Name(s) (Print) _____