



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **ADMINISTRATIVE PROCEDURE – AP410-2**

### **Admission Supports for Students with Special Education Needs**

Area: Operations  
Policy Reference: Admission to Schools (PO410)

Approved: May 12, 2025  
Revised:

#### **1. Purpose**

This procedure provides information for necessary school admission supports that address the unique requirements of students with special education needs. By implementing these admission processes, the Durham Catholic District School Board (the “Board”)’s goal is to facilitate the successful inclusion of students with special education needs into the educational environment. Additionally, this procedure aims to ensure that students with special education needs receive programming that provides for personal growth and preparation for active participation in the community.

#### **2. Definitions**

Nil

#### **3. Procedures**

- 3.1 Responsibility for providing an inclusive education is shared by board staff, parents/guardians, and community agencies. An inclusive education emphasizes academic, intrapersonal, interpersonal and spiritual development.
- 3.2 Parents/guardians are asked to make the school aware of their child’s special needs prior to registration, including but not limited to the student’s Individual Education Plan.
- 3.3 Schools will implement an entry plan (i.e. based on IEP, team meeting, etc.) that is pertinent to the student’s needs whether the child is beginning school for the first time or transitioning from one school to another.

- 3.4 A school team meeting will determine the supports necessary from in-school and board-level staff.
- 3.5 Parents/guardians, school and board-level staff will collaborate to develop and deliver a program suitable to the student's abilities and goals with the assistance of community agencies where services are required.
- 3.6 Specialized transportation may be provided for students whose special needs meet the criteria as outlined in the Durham Student Transportation Services (DSTS) policy and Board criteria.
- 3.7 Students with special needs may attend school until June of the calendar year the student turns 21.
- 3.8 The Program Support department within a school will provide parents/guardians of a student with a developmental disability with opportunities to participate in integrated transition planning during their child's high school years to prepare for their post-secondary transition to the world of work or community programs.

#### **4. Sources**

- 4.1 [Special Education in Ontario, Kindergarten to Grade 12 Policy & Resource Guide](#)
- 4.2 [Durham Catholic District School Board Special Education Plan](#)

#### **5. Appendices**

Nil

#### **6. Related Policies and Administrative Procedures**

- 6.1 [Admission to Schools Policy \(PO410\)](#)
- 6.2 [Admission of Students Administrative Procedure \(AP410-1\)](#)