

# APPLYING TO WESTMOUNT's MidHigh CAMPUS

(Grade 5 to Grade 12)



WESTMOUNT

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CHARTER SCHOOL

# STEP 1:

- Carefully Read, “Info to know before you apply.”
- Check website for open house info:
  - Westmount Mid High Admissions and Info Night
  - Early November
  - 6:00pm - 7:00pm

# STEP 2: Intelligence Test

Your child will require an intelligence test, administered and interpreted by a registered psychologist.

## **Accepted Tests are:**

- ✓ Wechsler Intelligence Scale for Children – Fifth Edition (WISC – V) OR
- ✓ Wechsler Preschool and Primary Scale of Intelligence – Fourth Edition (WPPSI – IV) OR
- ✓ Stanford Binet Intelligence Scales – Fifth Edition (SB – 5)

## **Westmount Charter School's criteria for Gifted and Talented is:**

- Full Scale IQ (FSIQ) score and/or General Abilities Index (GAI) score of 130+/- 5.

# STEP 3: Submit Application

Complete  
applications will be  
accepted  
electronically through  
School Engage  
starting 9:00 AM  
September 26, 2025,  
until 4:00 PM  
January 30, 2026.

Prior to starting your application you must have PDF copies of the following documents:

- ☐ Birth Certificate (Required document)
- ☐ Most recent report card (Grades 4-11) (Required document)
- ☐ An Individual Program Plan (IPP) associated with behavioural intervention funding, Primary Unit Funding (PUF), or any Severe Disabilities funding. If available.
- ☐ Any assessment documentation other than the Psychological Assessment i.e. assessment to address social/emotional/behavioural concerns.
- ☐ Immigration Documentation, if applicable. Canadian Passport is preferred, however, this may also include a Permanent Residency Card, Work Visa, Student Visa,
- ☐ Permanent Landed Immigrant papers or a Canadian Citizenship Card, if applicable.
- ☐ Custody or Guardianship documentation, if applicable.

Please note: All applications must be complete.  
Incomplete applications cannot be processed.  
Refer to the Application Checklist for all Admission requirements

# STEP 4 – Wait to be Contacted

All parents/guardians will be contacted by email regarding the status of your child's application in late March.

Be sure to check your email often. It is the primary way we will keep you updated on the status of your application. Please do not use a hotmail account as there are communication difficulties with these addresses.

Be sure to check your Junk Folder in case our email was sent there.

Please do not call the office before the end of WCS Spring break.

# STEP 5 - Accept the Offer of Placement (if given)

Once a student has been offered a place, parents will have a limited amount of time to accept.

If a placement spot is not accepted within one week of it being offered, the spot will be offered to another applicant.

# Important things to note:

Westmount Charter School consistently receives more applications than available spots. As a result, your child may qualify to attend Westmount, but may be placed on a list of qualified candidates, or have their application discontinued based on the number of applicants on the waitlist.

Please note: being placed on a list of qualified candidates does not guarantee eventual placement.

# Important things to note:

Westmount Charter School's application process dates are set a year in advance. If you are applying to schools other than Westmount for the upcoming school year, please note that we are not able to provide offers of placement in advance of the dates set and published in the application process.

If another school to which you have applied requires you to confirm your intention to attend that school, you will need to make this decision. Westmount cannot guarantee your child a spot until our intake process is complete.



# Administrative Procedure 300: “Student Selection”

1.3 “Parents are obliged to share all known information respecting the suitability of their children for the school’s program, including any pre-existing and/or diagnosed medical, social-emotional and/or educational needs. Failure to disclose such information may lead to disqualification.”

1.7 “Any attempt on behalf of an applicant to influence the impartiality of the selection process will result in disqualification of the applicant.”

“2.2.1 “When the number of students qualifying for admission to the school is greater than the number of available positions, placement will be offered to students identified by the assessment process as most demonstrating characteristics of giftedness appropriate to the school’s program.”

# What does “most appropriate to the program mandated by the Charter” mean?

We use the following documents:

- Results and recommendations of the psychological assessment.
- Results of the Student and Parent Overexcitability Questionnaires.
- Information provided in past report cards and IPPs
- Information provided by parents in the Why Westmount.
- Other significant factors of student need included in the application package.

Please note that all these factors must be disclosed at the time of application.

In consideration of all factors, one candidate will be chosen over another candidate for who is the most appropriate to the program mandated by the Charter. This does not mean your child doesn't meet our criteria; it means another child demonstrates meeting our criteria to a greater extent.

# Appeals of Placement Decisions

Intake Committee placement decisions may be appealed if you suspect:

- An error has been made interpreting or recording application information.
- An application has been processed in a way that is inconsistent with what is posted on Westmount's website, or what is stated in Westmount's Administrative Policy 300.

## Please note:

- Correcting an error in interpretation or recording will not necessarily change the Intake Committee's decision.
- Appeals will likely not be considered if they are based on information that was not provided at the time of application.
- Westmount will not consider appeals for reasons other than those stated above.

# Appeals of Placement Decisions

Appeals must be received by email addressed to the principal no later than seven (7) business days after receipt of the placement decision.

Email responses to appeals will be sent to parents/guardians from the principal no later than seven (7) business days after their receipt.

Appeals of decisions made by the principal may be made to the superintendent no later than seven (7) business days following the receipt of the principal's initial appeal decision.