

Applying to Westmount Charter Elementary Campus

(Kindergarten to Grade 4)



2026-2027

STEP 1:

- Carefully read WCS Admission/Application FAQs.
- Open House info:
 - Westmount Elementary Admissions Info Night
 - Thursday, September 25, 2025
 - 6:00 p.m. - 7:00 p.m.
 - Elementary Campus Main Gym



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 SchoolEngage starting at 9:00 a.m, September 26, 2025 until 9:00 a.m, November 28, 2025.

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

- ☐ Current Psychological Assessment (Required)
- ☐ Birth Certificate (Required)
- ☐ Most recent report card (Grades 2-4) (Required)
- ☐ An Individual Program Plan (IPP) associated with behavioural intervention funding, Primary Unit Funding (PUF), or any Severe Disabilities funding. If applicable.
- ☐ Any assessment documentation other than the Psychological Assessment i.e. assessment to address social/emotional/behavioural concerns.
- ☐ Immigration Documentation, if applicable.
- ☐ Custody or Guardianship documentation, if applicable.

Please note: All applications must be complete. Incomplete applications cannot be processed. Please refer to the **Elementary Campus Application Checklist** to ensure your application is complete.

STEP 4: Wait to be Contacted

All parents/guardians will be contacted by email regarding the status of your child's application by **January 9, 2026**.

Be sure to check your email often. It is the primary way we will keep you updated on the status of your application.

Be sure to check your Junk Folder in case our email was sent there. We have experienced difficulties with communication to Hotmail email addresses, please choose an alternate email address as the primary email address for communication with WCS.

Please wait for the status email. If you need to contact the school please email registrar-elementary@westmouncharter.com rather than by telephone.

STEP 5: Attend the Activity Based Observation for Kindergarten, Grade 1, and Grade 2

Applicants invited to the Activity Based Observation will attend at the Elementary Campus on:

January 28, 2026: 8:30 a.m. - 10:30 a.m or 12:30 p.m - 2:30 p.m.

Activity Based Observation (ABO) for Kindergarten, Grade 1, and Grade 2

Kindergarten: 2 applicants for each anticipated spot in kindergarten will be invited to the ABO.

Grade 1 & 2: We invite 2-3 applicants for each available spot anticipated. For example 4 anticipated spots = 8 -12 invites.

Those invited to the Activity Based Observation:

- Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/-5)
- Are “ students most appropriate to the program mandated by the charter. ” (Westmount Administrative Procedure, 300: 2.2.1)

Activity Based Observation

- Group activities that demonstrate students most appropriate to the program mandated by the charter.
- Applicants are asked to take part in assigned activities.
- Children are observed by trained and experienced gifted education staff.

STEP 5: Grade 3 and Grade 4 Applicants Attend Individual Interviews

Students applying to Grade 3 and Grade 4 may be invited to a conversation with two to three members of the Admission Committee.

Please note: We invite 2-3 qualified applicants for each available spot anticipated. For example, 4 anticipated spots = 8 -12 invited applicants.

Those invited will:

- Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/-5)
- Be one of the “students most appropriate to the program mandated by the charter.” (Westmount Administrative Procedure 300, 2.2.1).

STEP 6: Wait for Notification of the Admission Committee Placement Decision

Parents/guardians of all applicants will be notified regarding the status of the applications by **February 27, 2026**.

Important note: Westmount Charter School consistently receives more applications than available spots. As a result, while your child may meet the qualifications for admission, they may be placed on a waitlist of qualified candidates

Please do not call the office to check on the status of your application.

STEP 7: 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, seven (7) calendar days, of it being offered, the spot will be offered to another applicant.

Important things to note: Admission Spots

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.

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

Important things to note: Dates

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 admission 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 most appropriate to the program mandated by the charter.”

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
- Results of Activity Based Observation
 - Anecdotal comments
- 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.**

Appeals of Placement Decisions

- An appeal of a student admission decision may only be submitted if the application has been deemed ineligible. Decisions for students placed in the pool of eligible candidates are not subject to appeal. Appeals must be submitted to the school principal for review within seven (7) calendar days of receiving the admissions committee's decision.
- If the appeal through the principal does not resolve the concern with respect to an application being deemed ineligible, further appeal may be made in writing to the superintendent. Appeals of the principal's decision must be received by the superintendent