

SCHOOL ATTENDANCE AREAS AND REQUESTS TO ATTEND NON-DESIGNATED SCHOOLS

Background:

The Board has established attendance areas for schools in the Division. Current boundary maps of all established attendance areas served by the Division are used to determine a student's/child's designated school. Where possible, established attendance areas and designated schools promote a feeder school framework.

The Division gives resident students/children priority to attend non-designated schools if there is sufficient space. After this process has been completed, the Division shall consider registrations from non-resident students/children only if space and resources are sufficient.

Definitions:

Alternative Program:

is an educational program that emphasizes a particular language, culture, religion, or subject matter, or uses a particular teaching philosophy; but that is not a special education program.

Request to Attend Non-Designated School:

is the process of requesting registration privileges at a school other than the student's/child's designated school.

Closed Boundary:

a school with a closed boundary is a school that does not have sufficient space or resources to register new non-designated students/children.

Designated School:

is the school to which a student/child is assigned as indicated by the Division's current [boundary maps](#).

Optimal Enrolment Limit:

is the limit on the number of students/children who can be registered at a school. A school that has not reached its optimal enrolment limit is able to accommodate new non-designated students/children.

Random Selection Procedure:

is the process conducted by school administration to select non-designated students/children when requests exceed available space.

Resident Student:

is an individual who is entitled to have access to an education program under section 3 of the *Education Act* and who is a resident student as determined under section 4.

Procedures:

1. The Division Principal shall maintain [current maps](#) detailing geographic boundaries for designated schools.
2. With the exception of French Immersion, alternative programs do not have established geographic boundaries.
3. The Board may alter school attendance boundaries to maximize operational efficiency of the Division.
4. The Division Principal, in consultation with principals, may establish closed boundaries or an optimal enrolment limit for any school due to space or size restrictions.
5. The Board may review a school's attendance boundary when the school's utilization of instructional space equals or exceeds a capacity of 100 per cent, or is substantially under capacity.
6. Each Principal shall be responsible for accommodating all students/children within the school's designated attendance area.
7. Principals shall provide priority placements to kindergarten children who reside in the schools' designated attendance areas.
8. Resident kindergarten to Grade 12 students/children shall be allowed to maintain registration in the school they are attending until completion of the program the school offers unless otherwise directed. This section may not be applicable after an attendance boundary revision.
9. A student's/child's request to attend a non-designated school shall be declined if:
 - 9.1. the school has closed boundaries or has met its optimal enrolment limit;
 - 9.2. the request is submitted after the deadline; or
 - 9.3. the Superintendent denies the request.
10. Once the timeframe for submitting requests has expired, there shall be no late or secondary process.
11. Students/children who are new to the Division or have moved within the Division will be afforded opportunity to request a non-designated school regardless of the time of year. Decisions will be based on available space in the requested school.
12. Kindergarten to Grade 12 students/children attending a non-designated school do not need to submit a yearly request unless they are requesting a change of schools.
13. The siblings of students/children currently attending a non-designated school, including a school with a closed boundary, shall be permitted to register in the same school if the newly registered sibling(s) will be attending the school at the same time as the currently registered sibling.
 - 13.1. Non-designated school must be requested during the new or returning student registration process.
 - 13.2. This section may not be applicable after an attendance boundary revision.

14. Prior to the returning student registration process, the Division shall post on its website:
 - 14.1. key dates and deadlines;
 - 14.2. a list of schools with closed boundaries;
 - 14.3. optimal enrolment limits for each school; and
 - 14.4. request process information indicating to students and parents/guardians that transportation to a non-designated school is not guaranteed, and that parents/guardians are responsible for the associated fees and for making transportation arrangements by contacting the Director of Student Transportation.
15. All students/children attending non-designated schools and accessing busing are charged a school/program of choice fee.
16. Schools with closed boundaries shall not accept new non-designated students/children— unless section 13 applies— nor non-resident students/children.
17. No requests shall be approved before the deadline.
18. If, at the request deadline, the number of requests to attend a non-designated school exceeds the number of available spaces in a grade/program, a random selection procedure shall occur. The random selection procedure is a draw that provides all eligible Division resident students/children an equal opportunity to register at a non-designated school where space is restricted due to enrolments in grades or programs.
 - 18.1. If a random selection procedure is required, the Principal shall inform the Superintendent of the over-subscribed grade or program, the number of requests, the number of available spaces, and the date and time of the draw.
 - 18.2. The Principal shall conduct the random selection draw at the school.
 - 18.3. Once complete, the Principal shall notify all students, parents/guardians and the Superintendent of the outcome.
 - 18.4. Schools involved in the random selection procedure are then considered to be full and those principals shall only accept students/children who have moved into the designated attendance area after the request deadline.
19. After the request deadline, principals of schools that did not exceed their optimal enrolment limit or space in their classes shall register those students/children who submitted a request.
20. After registering non-designated students/children, the principals of the students'/children's designated schools shall be notified.
21. Once a request has been accepted by the non-designated school, the request cannot be withdrawn or cancelled.
22. Following completion of the returning student registration process, students/children shall not be permitted to request enrolment in another school.
23. After completion of the process, principals shall consider new non-resident student/child registrations only where resources and facilities are sufficient. Non-resident students/children shall not be allowed to attend schools with closed boundaries or schools that have met optimal enrolment limits.
24. A non-resident student/child who has been enrolled in the Division in the prior school year shall not be re-enrolled unless the school has sufficient resources and facilities to accommodate the student/child.

25. On or after the first instructional day of a school year, a Principal may decline to enrol a student/child if the student/child is presently enrolled in another Division school and is not a new resident of the designated school's attendance area.

Reference:

Section 4, 7, 11, 21, 52, 53, 59, 197, 222 *Education Act*