

# ADMINISTRATIVE REGULATIONS

TITLE: SCHOOL ATTENDANCE AREAS / CROSS BOUNDARY TRANSFERS  
CATEGORY: FACILITIES  
NUMBER: 4130

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## I. Rationale:

Student admission in School District No. 46 (Sunshine Coast) is to be guided by the following principles:

- A. Access to neighbourhood school: The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes;
- B. Choice: The admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs;
- C. Certainty, stability, continuity: The admission process should support certainty, stability and continuity for students families and schools. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act* and the wishes of the family;
- D. Efficient resource allocation: The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

## II. Practices:

- A. Definitions:
  1. "Catchment Area Child" means a person resident in the catchment are of the school.
  2. "Continuing Student" means a school age student in attendance at the school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
    - a) *a child who attended during the previous school year on a discretionary acceptance, unless approved for renewal by the school principal or superintendent's designate; or*
    - b) *a child who withdraws or transfers from the school or educational program before the end of the previous school year;*
  3. "District Choice Programs" are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas.
  4. "Non-School District Child" means a person

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- a) *resident in British Columbia, and*
- b) *not resident in the school district.*

- 5. "Parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.
- 6. "Place of Residence": For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere.
- 7. "Previous School Year" means the school year previous to the school year for which the person is applying to enroll in an educational program.

### III. Determination of Available Space and Facilities

- A. Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.
- B. For purposes of section 74.1(6) and (7) of the *School Act*, space and facilities are available in a school to enroll a student if there is capacity to provide the applicant with an educational program appropriate to the applicant's needs, taking into account both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students and district programs located in the school.
- C. The Superintendent of Schools or his or her designate, decides whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs III.A, III.B, and III.C.
- D. Decisions on space and facilities availability will be based on program capacity, including consideration of the following factors:
  - 1. the operating capacity of the school as defined by the Ministry of Education;
  - 2. the physical space in which instructional programs operate in the school;
  - 3. the ability of the school to provide appropriate educational programs for the applicant and other students;
  - 4. the needs of other programs located in the school.
- E. Continuing students (except for non-district children) are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn.  
(Continuing non-district children are required to submit an application form.)

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F. Re-evaluation of space availability will take place periodically until November 1<sup>st</sup> of the school year to ensure that the maximum numbers of requests are met at the earliest time possible.

## IV. Enrolment Process

A. After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:

1. catchment area child;
2. non-catchment area child;
3. non-school district child;

provided application deadlines and other requirements have been met.

B. If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:

1. continuing catchment area student;
2. continuing non-catchment area student;
3. continuing non-school district student.

C. Cross boundary transfer applications will be considered for students with special needs attending after school care programs.

D. Wait lists will be established for those not accepted, to be maintained until November 1<sup>st</sup>.

## V. Tie-breaking

A. When applications made within time have the same priority (after application of any permitted sibling preference) as between them will be determined by time and date of application unless a determination is made by the Superintendent, or the Superintendent's designate, to determine priority by lot.

## VI. Dates for Applications to Enroll and Enrolment

A. Before the 15<sup>th</sup> of February in each school year, the Superintendent will establish dates for submission of applications to enroll and for enrolment. The Superintendent may establish different dates for different grades, educational programs, schools, or categories of applicant.

B. Unless otherwise designated, the deadline for cross boundary transfer requests will be at 3:30 PM on the last instructional day in March.

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C. Applications received after the date(s) established will be considered only after the priority of those applicants who applied within time and will be accepted or rejected by the Superintendent or designate.

D. Requests for out-of-district transfers involving a cost to the district shall not be approved except where, in the opinion of the Superintendent, the request is justified by exceptional educational needs which cannot be met in this district.

## VII. Commitment

A. The district process shall encourage children (if of appropriate age) and their parents to jointly consider the children's educational needs before requesting an assignment to a school other than the current school or the catchment area school.

B. Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.

C. The Superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.

## VIII. Program Requirements

A. Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

## IX. Discretionary Acceptance: Suspended or Expelled Non-School District Students

A. Enrolment applications from non-school district children may be refused if the child:

1. is under suspension from a BC public school or school district, or
2. has been refused an educational program by a BC public school board under section 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.

B. Such applications will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

## X. Sibling Preference



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A. Subject to the *School Act*, when one sibling is enrolled in or admitted to an educational program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply where the siblings will not be attending concurrently.

## XI. Communication

A. Application periods and enrolment dates will be communicated to the school communities and to the community at large.

## XII. Cross Boundary Transfer Requests (Process)

A. A parent may request a cross boundary transfer by completing the District Cross Boundary Transfer Application and filing it with their child's home school. Priority will be given based on Sections II.A.2, III.A, III.D, and III.E.

B. Transfer requests that are filed after March 31<sup>st</sup> will not be considered until all other transfer requests have been addressed.

C. If a student changes their residence to another attendance area during the school year, they may complete the year within the school they have been attending or in the school serving the new catchment area, providing space is available.

**APPENDIX A:** School Catchment Area Maps (12 pages)

**APPENDIX B:** District Cross Boundary Transfer Application

**Received:** March 2018

**References:** Policy 11.8, 16