



POLICY STATEMENT 346

SUBJECT: ENROLMENT AT A SCHOOL

AUTHORITY:	Education Act, Section 11(1)	EFFECTIVE:	Jan. 30, 2004
RESPONSIBILITY:	Director of Education or Designate	REVISED:	September 1, 2004, September 18, 2007 March 13, 2009 May 15, 2012
REFERENCE:		PAGE:	1 of 2

Statement:

The Superintendency recognizes that school boundaries, as amended from time to time, shall be used as the basic plan for deciding the school that a pupil may attend within School District 2. A student may be enrolled in one school in the district at one time. Parents and/or guardians may be given permission by the Superintendent or designate to place their child or children in a school other than the school normally assigned to their geographic area. This would mean that the child or children would be attending a school *out of bounds*.

- 346.1 Parents or guardians who wish to place their child in a school other than the school normally assigned to their geographic area shall apply to the Director of Education. An application form is available on the District 2 web page, from the District Office, and at all schools. All applications must be sent directly to the school, to the attention of the Principal. Applications will be received in **February** of each year for the following school year. All applications must be received by **March 1** for the following school year. All applications will be processed and permission granted or denied by June 1 for the following school year. Exceptions may be granted following the June 1 date. **This policy applies to all transfers to out of boundary schools during the school year. Application must be made in writing to the Director of Education.**
- 346.2 Subject to the following conditions, the Director of Education or designate may recommend permission be granted for a child to attend a school out of their geographic boundary:
- Parents/guardians assume the responsibility for the transportation of their child.
 - A school that has reached its maximum functional capacity will be considered full and students will not be permitted to attend from outside the geographic boundary.
 - No class shall function at maximum capacity as a result of out of bounds students.
 - Students who have been given permission to attend a school outside the geographic boundary may be asked to leave at any time during the school year if a student moves into the area and causes a class to exceed a class size limit or causes a school to be over its maximum functional capacity.

- e) Should the situation as described in (d) occur, the student who must leave will be determined by the last student(s) registered at the school or in that class as an out of geographic boundary registration.
- f) Students who have been given permission to attend a school outside the geographic boundary must reapply for each school year. Permission is granted for one school year only and for one school only and this permission does not guarantee that the placement will be continued in the future.
- g) Due to (f), if a student must transfer schools due to a grade level or language program change (e.g. a student moves from middle school to high school), any placement granted under this policy will be disregarded and the student will be transferred to the school appropriate for the student's geographic area. A separate application may be made to transfer to a different school as per this policy.

A child who has a sibling in an out of boundary school will not be guaranteed registration in the same out of boundary school.

- 346.3 Requests to enrol students in a school out of their geographic boundary will require consultation. This may involve district staff as well as administrative staff from the schools involved in this registration.
- 346.4 The Director of Education will bring forth recommendations for out of boundary registrations to the Superintendent by **May 15** for the following school year. This will be based on consultation with school administrators, predicted class sizes and school enrolments and any other educational conditions that may determine the success of this placement. The Director of Education will notify, in writing, all parents and/or guardians of the outcome of their application by **June 1** for the following school year. School administrators will receive the names of students who have been accepted for registration under this policy.
- 346.5 The Superintendent may or may not place any child in a particular school for specific educational reasons.