



## PROCEDURE

SO121

### Request to Attend a School Outside the Home School Area

Board Received: December 11, 2017 Review Date: March 2022

#### Accountability:

1. Frequency of Reports – As Needed
2. Criteria for Success – The opportunity to apply to attend school outside home school area available to all students
  - Approval will be limited
  - Process followed in fair and equitable manner.

#### Procedures:

We believe that all students should attend their home school according to their designated attendance area determined by their primary address in which they are residing with their parents/guardians.

#### **Elementary School Students**

1. The decision to approve requests for attendance outside the home school area is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and, profiles of the requested school (e.g., compensatory education, special education classes).
2. Requests to attend a school outside the home school area must be made on the appropriate “Request to Attend a School Outside the Home School Area” form (Appendix B), by the parent or guardian to the Principal of the requested out of area school. The Principal will send all requests to the Family of Schools Superintendent. Requests can be submitted each year beginning on January 1.
3. The request must clearly state the rationale to register outside of the “Home School Area”.
4. Parent/Guardians will be notified in writing of the outcome of their application by the end of June.
5. All approvals are for the designated school year only. Requests must be re-submitted annually for approval by the Principal.
6. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

### Secondary School Students

1. The decision to approve requests for attendance outside the home school area is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and, profiles of the requested school (e.g., compensatory education, special education classes).
2. Each request to attend a school outside the home school area will be determined by the Principal based on the school's ability to accommodate program requests.
3. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

### Additional Considerations

1. All requests will be dealt with in the order in which they are received.
2. Transportation for students attending an out-of-area school is the responsibility of the parent/guardian. Courtesy transportation for students attending an out-of-area school may be provided by the Board, based on current transportation policy, FT6.
3. Approved out-of-area courtesy school transportation may be discontinued at any time that the seating is required by a "right to ride" pupil.

## APPENDIX A



## SO121 Request to Attend a School Outside the Home School Elementary Manual

### **1. Previously Approved Out of Area Students**

As of September 2016, all students who have been previously approved for out of area attendance will be approved to attend the receiving out of area school until Grade 8 graduation. This provision does not include siblings who have not received approval prior to June 2016.

For students who meet the criteria outlined as above, the Principal will count the student as part of school organization numbers when submitting enrolment during the staffing process, as they do not need to apply yearly as per the criteria above.

### **2. New K-Grade 8 Out of Area Applications**

- a. Parents must complete a "Request to Attend a School Outside the Home School Area" form Appendix B.
- b. The Principal can begin receiving requests on January 1st.
- c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.
- d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent, for all students.
- e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June regarding the request, and will notify the parent(s)/guardian(s) in writing.
- f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.

APPENDIX B



**REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME SCHOOL AREA**

**Please Print Clearly**

Please check one:     JK    SK    Gr.1    Gr.2    Gr.3    Gr.4    Gr.5    Gr.6    Gr.7    Gr.8

**Student OEN:** \_\_\_\_\_ **Student's Date of Birth:** \_\_\_\_\_ Year / Month / Day

**Student's Name:** \_\_\_\_\_  
Last First

**Parent's Name:** \_\_\_\_\_  
Last First

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Home Area School:** \_\_\_\_\_

**Requested School:** \_\_\_\_\_ **School Year Requested:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_  
 \_\_\_\_\_

**I UNDERSTAND THAT:**

- Completion of this form does not guarantee placement at the requested out-of-area school.
- Requests are granted in very rare circumstances.
- I must register my child at their home school and make appropriate daycare arrangements, if needed.
- If this application is approved, it is for **ONE SCHOOL YEAR ONLY**. Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.
- I will be notified of the final decisions by the end of June.

**I agree with the terms set out in this application form. I have received a copy of this form.**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| HOME SCHOOL  | RECEIVING SCHOOL   |
|--|--|
| <i>Acknowledgement of Request</i> <input type="checkbox"/> _____ | <i>Request is Approved:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Home School Principal: _____                                     | Receiving School Principal: _____  |
| Date: _____  | Date: _____  |

**Schools – Please Note:** The requested school must make copies of this form for its own file, the home school and the parent. This form must be delivered to the requested school and then sent by the school to the appropriate office