



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Attendance Areas/Right to Attend	February 4, 1993
POLICY NAME:	School Attendance Areas	LAST REVISED:
POLICY NUMBER:	R.SMW.B.2	May 1, 2000

1. ADMISSION OF OUT OF AREA STUDENTS

- 1.1 A student who resides within an attendance area of a school shall attend that school unless approval has been given for that student to attend an alternate school as an out-of-area admission.
- 1.2 The receiving school principal shall receive from the parent, guardian or adult student the out-of-area request in writing by February 1st.
- 1.3 In general, prior to admitting an out-of-area student a principal must consider the following:
 - i. The welfare of the student,
 - ii. The reason for the request,
 - iii. The enrolment and accommodation at the schools involved,
 - iv. Any factor considered relevant,
 - v. That the policy Admission of Students to Wellington Catholic Schools is adhered to and,
 - vi. The financial impact to the Board.
- 1.4 Approval of Out-of-Area Admissions
 - i. Family Currently Registered at the School
The principal shall approve the request if a member of the family is presently in the school as an out-of-area student and the residence has not changed.
 - ii. Out-of-Area Due to Boundary Changes
The principal shall approve the request if a member of the family is presently in the school, and due to boundary changed is to become an out-of-area student.
 - iii. Initial Application for Out-of-Area Admission
The Principal may approve the request if all of the following criteria are met:
 - a) The request does not affect staffing,
 - b) The request does not affect accommodation,
 - c) Transportation is not being requested,
 - d) Approval would not set a problematic precedent and where applicable does not contravene the Boundary Plan,
 - e) The request is for one year or less and,
 - f) Contact has been made with the home school principal.
- 1.5 If the principal is unable to approve the request because of the conditions outlined in 1.4 (iii.) the principal or the parent may make a request to the Out-of-Area Request Committee, which consists of the Superintendent of Education, the Chair of Administrative Accommodations and Boundary Committee and the school principal.

- 1.6 An appeal of the decision of the Out-of-Area Request Committee shall be directed to Administrative Council.
- 1.7 A reply, in writing, shall be forwarded to the family by the receiving school principal. If approval is granted, the letter shall note:
- i. Out-of-area students are not eligible for transportation privileges,
 - ii. that the parent is responsible for any safety problems that may occur to and from school,
 - iii. that authorization is granted for one school year only and,
 - iv. that should conditions of the transfer change, a student can be returned to his or her home school. A copy of the letter will be sent to the Assessment Office and to the Superintendent of Education.
- 1.8 Approval will be for an established period of time, not longer than one school year. When the time has elapsed, a request may be renewed by submitting a letter to the receiving school principal by February 1st.
- 1.9 Renewal approvals will be processed as outlined in 1.4
- 1.10 Subject to annual review the Board may designate specific school sites as schools where new students who reside beyond the attendance area will not be admitted.
- 1.11 Schools so designated in 1.10 may continue to admit current out-of-area students as well as the school age siblings of current out-of-area students in accordance with the provisions described in 1.3.
- 1.12 The Assessment and Transportation Office must be notified of all transfers by the approving Principal or Superintendent.

2. TRANSPORTATION

- 2.1 Subject to 1.2, when a student attends a school outside of his or her attendance area, the student shall not be eligible for transportation privileges.
- 2.2.1 A student designated as out-of-area due to a boundary change shall be granted regular transportation privileges in accordance with the details of the approved boundary change and thereafter in accordance with 2.2.2.
- 2.2.2 An approved out-of-area student, which would qualify for transportation if attending their home school, may receive transportation by opting to meet a bus at a designated pick-up point on a regular bus route serving the out-of-area school.

3. GENERAL

- 3.1 Each year the Board will review student enrolment and accommodation requirements and examine the trends and patterns created by growth and shifts in student population. Based on the results of this study, the Board may restrict the admission of new students who reside beyond the attendance area outside of the home school.
- 3.2 Principals will ensure, where possible, that parents or guardians who change residence are aware of the policy in sufficient time for them to request any necessary approval for continued attendance at the school.
- 3.3 When a change in a parent's residence takes place within a school year, the student has the option to complete the school year in the present school. The Principal will ensure that parents who change residence mid-year are informed that if the student chooses to complete the school year in the school which he/she is attending, transportation is the responsibility of the parent.
- 3.4 Before approval is given to a request for a transfer, the Principal shall inform the parent that safety problems may arise. The letter of approval will confirm that the parent is responsible for any such problems which may occur.
- 3.5 Each school year the Superintendent of Education will set a date at which time the enrolment and staffing projections for the school year will be calculated. A maximum enrolment, in full-time student equivalents, will be set for each school.
- 3.6 The school boundary areas and all adjustments are filed in the Assessment Office.

- 3.7 In new residential developments, notice will be posted that children from these areas may not have the right to attend the closest Catholic school due to enrolment limits.