

STUDENT ATTENDANCE AREAS

To ensure that all students resident within the District are accommodated in a school, the District is divided into designated school catchment areas. The Superintendent or designate establishes boundaries for school catchments however, the Board believes that, where practicable, students should be able to attend a school out of their catchment area.

Within the limits imposed by the availability of space and qualified personnel, students may, with approval of the Superintendent, be permitted to attend the school of their choice.

Student placement in School District #43 is to be guided by the following principles:

- The placement 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
- The catchment process should seek to maximize the number of students attending neighbourhood schools
- The placement process should support stability and continuity for students and families
- The placement process should enable school and District staff to plan the allocation of space and instructional resources in ways that will best accommodate demand and minimize adjustments required at the beginning of the school year
- The District will take into account demographic trends over time in order to ensure accurate enrolment projections

Specifically,

1. "Catchment area" means, in relation to a school, the geographical area established as the catchment area for the school; "school District child" means a catchment area child or a non-catchment area child.

From time to time the "catchment area" of schools may be redefined. Where school catchments have been redefined, continuing students may be grandfathered into their existing school. If the catchment area is changed, in keeping with this policy, students and parents affected by the change would be informed prior to spring registration.

2. Definitions

- 2.1 "Catchment area child" means a person

- 2.1.1 of school age, and

- 2.1.2 resident in the catchment
- 2.2 “Non-catchment area child” means a person
 - 2.2.1 of school age
 - 2.2.2 resident in the District, and
 - 2.2.3 not a resident in the catchment area of the school
- 2.3 “Non-school District child” means a person
 - 2.3.1 of school age
 - 2.3.2 resident in British Columbia, and
 - 2.3.3 not a resident in the District
- 2.4 “Continuing student” means a person
 - 2.4.1 in attendance at the school
 - 2.4.2 in attendance at a designated feeder school
 - 2.4.3 who is a sibling of a continuing student presently at that school
- 3. Space and facilities are available in a school for purposes of section 74.1(6) and (7) of the School Act if there is excess capacity, taking into account both physical and instructional resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students, students enrolling in District programs, students enrolling in kindergarten, and students incoming from designated feeder schools.

Space and facilities will be determining factors when considering the enrolment for:

- 3.1 a non-catchment area child
- 3.2 a non-District area child

The Board delegates to the Superintendent the decisions whether space and facilities are available in individual schools in the District for purposes of section 74.1(6) and (7) of the School Act.

- 4. Parents of a non-catchment area child or non-school District child must make written application, by using a cross catchment transfer form, to have their child/children attend a school out of catchment.

The date for cross catchment transfer requests will be advertised annually throughout the District.

- 5. In early spring, placement of continuing students will be confirmed and space availability will be evaluated. If enrolment projections show space available, applications that have been made within the established time will be accepted in accordance with the priorities set out below.

If the enrolment projections show that space is available, placement will be accepted in accordance with the following priorities:

- 5.1 catchment area

- 5.2 continuing non-catchment area and continuing non-District child
- 5.3 non-catchment area child
- 5.4 non-District child
6. Applications received after the date established will be dealt with on a space availability basis and in accordance with the following priorities:
 - 6.1 catchment area
 - 6.2 continuing non-catchment area and continuing non-District child
 - 6.3 non-catchment area child
 - 6.4 non-District child
7. Once enrolled, a catchment area child, a non-catchment area child, and a non-District child are entitled to an educational program at that school site.
8. Application deadlines for optional District programs (e.g. Immersion, Montessori) will be established annually and may or may not occur at the same time as cross catchment requests.
9. It should be noted that siblings of continuing students have the same priority as “continuing students”.
10. If two or more students have the same priority in the application process, the annual district cross catchment process will determine the order of student placement.
11. If students make application to more than one school within the District, and placements are offered, they are required to make a decision by the date set annually by the District. When a student accepts a placement at a school, he/she cannot maintain enrolment or wait list status at another school.
12. This policy does not apply to international fee paying students. International fee paying students are placed in schools through consultation with the Superintendent or designate and Principals. Placement is based on space and availability.
13. From time to time, school boundaries are in need of change as a result of the changing student population, the opening of new schools, the implementation of grade reorganization or relocating optional education programs.

The Superintendent, or designate shall establish school catchment areas, and review on an annual basis, to help ensure that each school has the capacity to accommodate the anticipated enrolment of students in its catchment area. Whenever designated school catchment areas or the location of optional programs are to be altered changes will be communicated prior to spring registration.

Descriptions of catchment areas will be circulated to all schools and will be available to the public.

When schools are overcrowded, under-populated, or when a new school is opening, options will be reviewed by a committee established by the Superintendent or designate.

13.1 Boundary Review Process:

- 13.1.1 Superintendent identifies the reason for a boundary review and outlines appropriate process
- 13.1.2 description of the process to be presented to the Board
- 13.1.3 where there are staffing implications, the Partner Presidents will be informed
- 13.1.4 the Superintendent or designate will meet with administration in the effected school sites
- 13.1.5 information will be provided to school staffs, PAC's, student governments (as required)

The Superintendent or designate will provide a report to the Board. The final decision on school catchment areas will be made, whenever practicable, by late January, prior to Kindergarten pre-registration and secondary school course planning visits to feeder schools.

Legal Reference: Section 74.1, School Act

Board Minutes

January 2003 Volume 45 Page 4 Policy II-B-35 School Boundaries
January 2003 Volume 45 Page 4 Policy II-C-11 Student Placement
September 2003 Volume 45 Page 98 Policy II-C-11 Student Placement
June 2005 Volume 47 Page 78 Policy 19 Student Attendance Areas
October 2015 Volume 57 Page 114 Policy 19 Student Attendance Areas
October 24, 2017 Board Meeting
May 14, 2019 Board Meeting
February 4, 2020 Board Meeting