

ATTENDANCE AT SCHOOLS OUT OF ATTENDANCE AREA

Background

The Division is committed to providing the best possible educational opportunity for students. In accordance with Section 85(1)(g) of the Education Act, the Board designates the schools that students are to attend.

The Board understands that, on occasion, families may desire the attendance of their child at a K-12 school other than that determined by the Board. The Board therefore requires the Director of Education to provide for due process to consider such requests.

This administrative procedure came into effect May 11, 2010. We understand that with any new administrative procedure there may be a need to grandfather some parents' requests to attend a K-12 school of choice and that these will be reviewed on an individual basis. This will only apply in circumstances where a sibling or siblings is/are already attending an out of attendance area school.

Procedures

1. Where families desire that their child/children attend a K-12 school other than that determined by the Board, the family shall submit a Student Transfer Request Form to the sending school principal. The sending school principal provides comments and either supports or denies the request and sends it to the receiving school principal who provides comments and either approves or denies the request. The receiving principal then forwards the request to the Director of Education. If there is any inconsistency between the sending and receiving school principals, the Superintendent of Schools will become involved and offer the Director his or her recommendation. The final decision will be made by the Director of Education and the families will be informed of that decision.
2. In considering the request, The Director of Education will consider the following:
 - 2.1 The reason for the request
 - 2.2 The impact on the family
 - 2.3 The current and future impact on the school to which the attendance is requested.
3. The request may be approved where:
 - 3.1 The reason(s) for the request is(are) appropriate to the educational situation of the child/children as determined by the Director; and
 - 3.2 The attendance at the requested school supports the family's needs.

4. The request may be denied where:
 - 4.1 The reasons for the request are not in the best interest of the educational needs of the student and the designated school of attendance.
 - 4.2 The current and projected capacity of the requested school exceeds 85% of its Ministry calculated capacity.
5. Where an attendance request is approved, and transportation to the school has also been requested, transportation may be provided where the impact on an existing route does not notably increase the existing cost or time of the affected bus route. Transportation will be reviewed by the Manager of Transportation & Fleet Services and families will be notified of the results.

Reference: Sections 85, 87, 109, 156, 175, 194, 196 Education Act