

School Enrolment and Capacity Management Policy

Policy Number:	4015
Policy Owner:	Organizational Support Services – Facility Services and Capital Planning
Effective Date:	2007 March 20
Amendment Dates:	2010 February 9, 2013 March 5, 2016 March 29, 2025 September 22
EIE Review Date:	2024 December 18
Resources:	• TVDSB Pupil Accommodation and Facility Organization Procedure (4015a) • TVDSB Community Planning and Facility Collaboration Opportunities Procedure (4015b) • TVDSB Attendance Area Review Procedure (4015c) • TVDSB Holding Zones and Holding Schools Procedure (4015d) • Capping of Elementary and Secondary Schools Procedure (4015e) • Ministry of Education 2015: B09 • Ontario Regulation 374/23

1. Intent

- 1.1. The Thames Valley District School Board is committed to prioritizing student achievement, safety, and well-being by managing its school facilities in a manner that supports program delivery and learning.

2. Definitions

- 2.1. **Attendance Area:** an area defined by a geographic boundary which determines, in part, students' designation to a particular School or program (e.g. French Immersion or Emphasis Technology), based on primary residence within that area.
- 2.2. **Holding School:** is a School designated by the Trustees to accommodate students from one (1) or more Holding Zones.
- 2.3. **Holding Zone:** a designated area within an Attendance Area, approved by Trustees, where students attend a specific school based on available capacity until long-term accommodation and revised Attendance Areas are established
- 2.4. **Trustees:** the Board of Trustees of the Thames Valley District School Board or the Ministry of Education-appointed Supervisor(s), if applicable.
- 2.5. **TVDSB:** the district school board formed under the Education Act (Ontario) and known as Thames Valley District School Board.
- 2.6. **TVDSB Administration:** the administrative personnel of the Thames Valley District School Board.

3. Objective of Policy

- 3.1. It is the policy of TVDSB to support student achievement, safety, and well-being by effectively and efficiently managing student attendance at its school facilities.

4. Roles and Responsibilities

- 4.1. **Trustees** are responsible for approving:
 - 4.1.1. Attendance Areas;
 - 4.1.2. Holding Zones and Holding Schools;
 - 4.1.3. School closures and consolidations; and
 - 4.1.4. Property acquisitions and dispositions.
- 4.2. **TVDSB Administration** is responsible for:
 - 4.2.1. Capping school enrolment;
 - 4.2.2. Carrying out community consultations;

- 4.2.3. Identifying schools for facility collaborations with municipal and community partners and
- 4.2.4. Exploring co-build opportunities with municipal and community partners.
- 4.3. The **Director of Education** or **designate** is authorized to issue operational processes and guidelines to implement this policy and related procedures consistent with legislation or regulations.

5. School Facilities for Students Guiding Principles

- 5.1. It is the policy of Thames Valley District School Board to act in a manner which is well-informed, well-coordinated, transparent and sustainable when:
 - 5.1.1. Providing our students with facilities that support student achievement, safety and well-being;
 - 5.1.2. Ensuring the long-term sustainability of our school buildings;
 - 5.1.3. Identifying opportunities for collaborative facility arrangements and
 - 5.1.4. Managing our resources effectively.

6. Monitoring and Review

- 6.1. Administration will regularly monitor the effectiveness of this policy by obtaining feedback from our municipal and community partners through the annual community planning and facility collaboration opportunities meetings.
- 6.2. Administration will annually prepare and present the Accommodation Plan, including reports on enrolment, projects, future building needs, and plans for upcoming attendance area reviews.