

Attendance Area Review Procedure

Procedure Number:	4015c
Procedure Owner:	Organizational Support Services – Facility Services and Capital Planning
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Resources:	• TVDSB Pupil Accommodation Policy (4015) • TVDSB Pupil Accommodation and Facility Organization Procedure (4015a) • TVDSB Community Planning and Facility Collaboration Opportunities Procedure (4015b) • TVDSB Holding Zones and Holding Schools Procedure (4015d)

1. Intent

- 1.1. The intent of this procedure is to manage enrolment effectively and ensure sustainable accommodation for all students within the Thames Valley District School Board (TVDSB).

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 and Emphasis Technology), based on primary residence within that area.

- 2.2. **Attendance Area Review Committee (AARC):** a committee established by TVDSB to receive input from School Communities regarding the Attendance Area Review.
- 2.3. **Attendance Area Review:** the process described in this Procedure surrounding possible adjustments to Attendance Areas. The Attendance Area Review Process begins with the submission by TVDSB Senior Administration to the Trustees of an Initial Attendance Area Review Report containing one or more options to adjust and/or create new Attendance Areas. If Trustees approve continuing with an Attendance Area Review Process, the process ends when the Trustees make a final decision based on the Review.
- 2.4. **Capped School:** a School at which new registrations have been restricted.
- 2.5. **Holding School:** is a School designated to accommodate students from one (1) or more Holding Zones.
- 2.6. **Holding Zone:** a designated area within an Attendance Area where students attend a specific school based on available capacity until long-term accommodation and revised Attendance Areas are established
- 2.7. **Interim Accommodation School:** a School designated by Administration for students from Capped Schools in one or more Attendance Area(s).
- 2.8. **Portable:** a building installed at a School site to provide additional classroom space.
- 2.9. **Region:** means the County of Elgin and the City of St. Thomas, the City of London, the County of Middlesex, or the County of Oxford, depending where a School or group of Schools are located.
- 2.10. **School:** a body of elementary or secondary School students organized by TVDSB as a unit for educational purposes.
- 2.11. **School Community:** includes the students enrolled at the school, their parents or caregivers, and the School Council and Home and School Association.
- 2.12. **School Day:** a day other than a Saturday, Sunday, statutory holiday in Ontario, or TVDSB's summer, winter, or March break.
- 2.13. **School Meeting:** a meeting held by a School AARC Subcommittee for the purpose of gathering feedback from the School Community regarding the Attendance Area

Review.

2.14. **Trustees:** the Board of Trustees of the Thames Valley District School Board or the Ministry of Education-appointed Supervisor(s), if applicable.

2.15. **TVDSB:** the district school board formed under the Education Act (Ontario) and known as Thames Valley District School Board.

2.16. **TVDSB Administration:** the administrative personnel of the Thames Valley District School Board.

3. Objective of the Procedure

3.1. TVDSB has an ongoing long-term accommodation planning process for its Schools and other facilities, which assesses:

3.1.1. Student programs;

3.1.2. Current enrolment and accommodation;

3.1.3. Enrolment projections (which includes an analysis of historical enrolment, current and proposed residential development, and community trends); and

3.1.4. Ministry of Education initiatives pertaining to facilities and accommodation.

3.2. TVDSB considers changes to school Attendance Areas during its accommodation planning process. This procedure explains how TVDSB conducts Attendance Area Reviews.

4. Roles and Responsibilities.

4.1. **Trustees** are responsible for approving Attendance Areas; and

4.2. **TVDSB Administration and Principals** are responsible for facilitating Attendance Area Reviews and carrying out community consultations.

5. Exemptions from Attendance Area Review Process

5.1. The following are circumstances when TVDSB is not required to follow the Attendance Area Review process provided for in this procedure:

5.1.1. when the Attendance Areas are being analyzed as part of an Accommodation Review process that is being undertaken pursuant to TVDSB's Pupil Accommodation and Facility Organization Procedure (4015a);

- 5.1.2. to change the location of any program, or part of a program, which does not have an associated Attendance Area that has been approved by the Trustees; or
- 5.1.3. when the proposed amendments do not affect any students enrolled in the applicable Schools at the time of the proposed amendment(s).
- 5.2. Secondary School Attendance Areas for future secondary students may be changed with public consultation as part of an elementary Attendance Area Review provided no current secondary students are affected.
- 5.3. This Procedure does not apply to Special Education classes or the use of facilities for alternative education, adult education, and/or continuing education.

6. Attendance Area Review Process

- 6.1. Sections 7 through 15 are the Attendance Area Review process listed in sequential order.

7. Initial Attendance Area Review Report

- 7.1. The first step in an Attendance Area Review occurs when TVDSB Administration provides an Initial Attendance Area Review Report to Trustees containing recommendations to amend existing Attendance Areas. An Initial Attendance Area Review Report will include and be informed by:
 - 7.1.1. supporting rationale for the Attendance Area change(s);
 - 7.1.2. current and proposed Attendance Area maps;
 - 7.1.3. current enrolment of Schools involved in the Attendance Area Review;
 - 7.1.4. enrolment projections and trends;
 - 7.1.5. current and proposed residential development;
 - 7.1.6. proposed timeline for implementation of Attendance Area changes;
 - 7.1.7. input received from School communities to be involved in the Attendance Area Review;
 - 7.1.8. input received from Student Transportation Services;
 - 7.1.9. input received from municipalities and child care operators in the Region

where the Schools involved in the Attendance Area Review are located; and

7.1.10. the date scheduled for the respective AARC Meeting.

7.1.11. based on the above content recommendations, to amend existing Attendance Areas.

7.2. Initial Attendance Area Review Reports will be posted on TVDSB's website prior to the date the report is to be presented to Trustees. If Trustees decide to proceed with the Attendance Area Review, the Initial Attendance Area Review Report will remain posted on TVDSB's website until such time as the Final Attendance Area Review Report is prepared and posted on TVDSB's website.

7.3. After receiving an Initial Attendance Area Review Report from Administration, Trustees decide whether to proceed with the review at a meeting of the Board.

8. Attendance Area Review Committee

8.1. If Trustees approve proceeding with an Attendance Area review, municipalities and child care operators in the Region where the Schools involved in the Attendance Area Review are located will be notified of the timelines for the Attendance Area Review via email and an AARC will be established by Administration.

8.2. The role of an AARC is to collect feedback from School Communities for the Schools involved in the Attendance Area Review.

8.3. If the Attendance Area Review is for the elementary panel the AARC is made up of parents and caregivers from each elementary school that is part of an Attendance Area Review. The AARC membership is no more than:

8.3.1. two (2) parents and/or caregivers of:

8.3.1.1. students enrolled as students for each of the grade divisions: early years, primary, junior, and intermediate;

8.3.1.2. self-identified Indigenous students;

8.3.1.3. students from each Holding Zone that is being accommodated at the School involved in the Attendance Area Review, if applicable;

8.3.1.4. students from each Holding School that is accommodating students from the School involved in the Attendance Area Review, if applicable;

- 8.3.1.5. students from each Capped School that is being accommodated at the School involved in the Attendance Area Review, if applicable; and
 - 8.3.1.6. students from each Interim Accommodation School that is accommodating students from the School involved in the Attendance Area Review, if applicable.
 - 8.3.1.7. In identifying parent and/or caregiver representatives on the committee, intentional consideration will be given to the equitable representation of diverse identities and lived experiences as represented in the School (e.g. creed, race, ethnicity, language, family structure, socio-economic structure, gender identity, etc.).
- 8.3.2. the chair of the School Council (or their designate);
- 8.3.3. the president of the Home and School Association (or their designate);
- 8.4. If the Attendance Area Review is for the secondary panel the AARC is made up of members from each secondary school and their feeder schools that is part of an Attendance Area Review. The AARC membership is no more than:
- 8.4.1. two (2) students enrolled in each grades;
 - 8.4.2. two (2) parents and/or caregivers of:
 - 8.4.2.1. students enrolled in each grades;
 - 8.4.2.2. self-identified Indigenous students;
 - 8.4.2.3. students from each Holding Zone that is being accommodated at the School involved in the Attendance Area Review, if applicable;
 - 8.4.2.4. students from each Holding School that is accommodating students from the School involved in the Attendance Area Review, if applicable;
 - 8.4.2.5. students from each Capped School that is being accommodated at the School involved in the Attendance Area Review, if applicable; and
 - 8.4.2.6. students from each Interim Accommodation School that is accommodating students from the School involved in the Attendance Area Review, if applicable.
 - 8.4.2.7. In identifying parent and/or caregiver representatives on the committee, intentional consideration will be given to the equitable representation of diverse identities and lived experiences as

represented in the School (e.g. creed, race, ethnicity, language, family structure, socio-economic structure, gender identity, etc.).

- 8.4.3. one parent from each of the elementary feeder schools with a child in grade 7 and/or 8
- 8.4.4. the chair of the School Council (or their designate);
- 8.4.5. the president of the Home and School Association (or their designate);
- 8.5. No TVDSB employee or Trustee may be a member of an AARC. If a member of an AARC becomes a TVDSB employee or Trustee, they must resign from the AARC.
- 8.6. The Principal of each School will recruit people from the specific groups mentioned in 8.3 or 8.4 to be part of the Attendance Area Review Committee. The Principal will:
 - 8.6.1. inform the chair of the respective School Council and the president of the respective Home and School Association of the committee membership;
 - 8.6.2. post notice of the membership enlistment objectives on the School website; and
 - 8.6.3. arrange for an explanation of the membership recruitment objectives to be sent home with the students of the respective School.
- 8.7. If the number of persons wishing to be members of an AARC exceeds the number of available spaces, the Principal for the respective School will determine members by random selection.
- 8.8. If fewer people are interested in being a member of an AARC than there are available spaces, the Committee will be formed with such a smaller number of persons as are interested from each of the respective categories.
- 8.9. If no people from a school are interested in being a member of an AARC, that school will not be represented and the Committee will be formed with such small number of persons as are interested from the other schools involved in the AAR.
- 8.10. If no people from any school(s) involved in the AAR are interested in being a member of an AARC, the AAR will continue. Trustees will consider the potential attendance area changes included in the Initial Attendance Area Review Report and a Final Attendance Area Review Report will not be required.

- 8.11. If there are more available spots in the AARC than there are people who want to join, the Committee will be formed with only the interested members from each category, even if that means having fewer people than usual.
- 8.12. Administration and Principals have 15 school days after Trustees decide to undertake an Attendance Area review to recruit members for the AARC.

9. Attendance Area Review Committee Meeting

- 9.1. After the membership of an AARC has been determined, TVDSB will invite the members of the AARC to a meeting (an “AARC Meeting”), at which TVDSB Administration will:
- 9.1.1. review this Procedure and timelines;
 - 9.1.2. review the roles and responsibilities of the AARC members as outlined in this Procedure;
 - 9.1.3. present the applicable Initial Attendance Area Review Report; and
 - 9.1.4. answer AARC members’ questions.
- 9.2. A notice regarding the AARC Meeting will be sent to the School Communities involved in the Attendance Area Review during the recruitment of AARC members.
- 9.2.1. A second notice of the meeting will be sent to School Communities after the volunteers are recruited and in advance of the AARC meeting. Both notices will be posted on TVDSB’s website.
- 9.3. The AARC Meeting will be chaired by a member of TVDSB Administration.
- 9.4. The AARC Meeting will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m.

10. Subcommittee School Meetings

- 10.1. After the AARC Meeting, members from each school will form an AARC subcommittee and will hold meetings with their school community. The goal of these meetings is to:
- 10.1.1. share the information received by the AARC members at the respective AARC Meeting; and

- 10.1.2. obtain input from the School Community.
- 10.2. Each School AARC Subcommittee is required to hold at least one (1) School Meeting.
- 10.3. Each School AARC Subcommittee will determine the number of additional School Meetings they wish to hold.
- 10.4. School Meetings will be hybrid and held at the School and virtually. In the event there is insufficient space at the School, the meeting may be held at such other TVDSB facility as the Principal may determine.
- 10.5. TVDSB Administration and the Principal will support the School AARC Subcommittee by:
 - 10.5.1. Distributing the notice and agenda for the School Meeting to the School Community and posting it on the School's website at least five (5) School Days prior to the date of the meeting;
 - 10.5.2. arranging for meeting space to be available for the School Meetings; and
 - 10.5.3. acting as a resource to the chair of the respective School AARC Subcommittee.
- 10.6. School AARC Subcommittee meetings will be chaired by a member selected by a majority of Subcommittee members.
- 10.7. School Meetings will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m.
- 10.8. The agenda for a first School Meeting will typically involve:
 - 10.8.1. calling the meeting to order and making introductions;
 - 10.8.2. providing an explanation of the information received at the AARC Meeting, including, the Initial Attendance Area Review Report;
 - 10.8.3. a question and answer period during which attendees will be entitled to ask members of the School AARC Subcommittee questions regarding the information made available at the AARC Meeting;
 - 10.8.4. a period devoted to obtaining feedback from the School Community on the Initial Attendance Area Review Report;

10.8.5. a determination of what, if any, additional information the School AARC Subcommittee may require from TVDSB Administration regarding the Initial Attendance Area Review Report; and

10.8.6. a discussion of the need for and timing of future School Meetings.

10.9. If the majority of School AARC Subcommittee members decide additional information is required from TVDSB Administration on the Initial Attendance Area Review Report, they may make a request within 35 days of the AARC Meeting via the email address set up for the review.

10.9.1. TVDSB Administration will use reasonable efforts to provide such information.

10.9.2. Such additional information will be provided via e-mail to all members of the respective AARC.

10.10. School Meetings must be completed within forty-five (45) School Days of the respective AARC Meeting.

11. Subcommittee Reports

11.1. Each School AARC Subcommittee may prepare a written report on the School Community input received at their School Meetings.

11.1.1. In the event a School AARC Subcommittee elects not to submit a written report, the respective Attendance Area Review process will continue without their report.

11.2. An AARC School Subcommittee doesn't have to agree on what to include in their report. If needed, each member can write their own part to be included in the final report.

11.3. The written report is to be completed and submitted via the e-mail address set up for the review within fifty-five (55) School Days of the AARC Meeting.

12. Final Attendance Area Review Report

12.1. Within one hundred and forty (140) School Days after the last AARC Meeting, TVDSB Administration will present to the Trustees a Final Attendance Area Review Report.

12.2. TVDSB Administration will review all AARC sub-committee reports and evaluate how their suggestions can influence the Final Attendance Area Review Report.

12.3. The Final Attendance Area Review Report will:

12.3.1. contain any amendments to the Initial Attendance Area Review Report as recommended by TVDSB Administration;

12.3.2. contain copies of all the written reports received from the respective school AARC subcommittees, a list of all recommendations and why each one was or was not included in the Final Attendance Area Review Report;

12.3.3. be sent via e-mail to all members of the respective AARC and posted on TVDSB's website.

12.3.4. advise those wishing to make presentations to the Trustees at the applicable public delegation meeting of the process to do so;

12.3.5. include TVDSB Administration's final recommendations on the Attendance Areas and a timeline for implementation, including any options for legacy agreements for students to remain at current schools; and

12.3.6. include the dates scheduled for the respective public delegation meeting and the meeting at which Trustees are expected to make a decision on the Final Attendance Area Review Report.

12.4. After an AARC meeting and prior to the public delegation meeting, TVDSB Administration will present the Final Attendance Area Review Report at a public meeting of Trustees.

12.4.1. Following the presentation of the Final Attendance Area Review Report, Trustees may ask TVDSB Administration questions of clarification.

12.4.2. There will be no debate or vote regarding the Final Attendance Area Review Report at this meeting.

13. Public Delegations

13.1. Not less than ten (10) School Days after the Final Attendance Area Review Report has been shared with the AARC and posted on TVDSB's website, there will be an opportunity for members of the public to provide feedback to Trustees.

13.1.1. Notice of the public delegation meeting will be posted on TVDSB's website at least ten (10) School Days prior to the scheduled date.

14. Trustee Decision

14.1. At a Board of Trustee meeting following the public delegation meeting, Trustees will decide on the Final Attendance Area Review Report.

14.2. The Trustees have the authority to:

14.2.1. approve some or all of the recommendation(s) contained in the Final Attendance Area Review Report;

14.2.2. modify and approve the recommendation(s) contained in the Final Attendance Area Review Report;

14.2.3. defer making a decision; or

14.2.4. approve a different outcome or approach than that recommended.

14.3. Trustees will not make a decision about an Attendance Area review in July or August.

15. Implementation

15.1. If Trustees approve amendments to the Attendance Areas of one (1) or more Schools, TVDSB Administration will communicate the following information to the students, parents and caregivers of the students enrolled at the affected Schools:

15.1.1. specifics regarding the Attendance Area change(s);

15.1.2. timelines for implementation;

15.1.3. availability of School programs at the Schools involved in the Attendance Area Review; and

15.1.4. how to obtain transportation information from Student Transportation Services.

15.2. TVDSB Administration will form a transition committee of parents and caregivers from the affected Schools to provide feedback regarding:

15.2.1. orientation and welcome events for students and staff;

15.2.2. School Community matters, including welcoming students and their families to their new school, and introducing students to their peers;

15.2.3. the distribution of memorabilia and School equipment, if applicable; and

15.2.4. School Council assets, if applicable.