

Capping of Elementary and Secondary Schools Procedure

Procedure Number:	4015e
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 Attendance Area Review Procedure (4015c) • 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.

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. **Capped School:** a School where new students cannot register because of a lack of space for students.
- 2.3. **Interim Accommodation School:** a School designated by TVDSB Administration to accommodate students from the Attendance Area of one (1) or more Capped Schools.
- 2.4. **Portable:** a building installed at a school site to provide additional classroom space.
- 2.5. **School:** a body of elementary school students or secondary school students organized by TVDSB as a unit for educational purposes.
- 2.6. **Trustees:** the Board of Trustees of the Thames Valley District School Board or the Ministry of Education-appointed Supervisor(s), if applicable.
- 2.7. **TVDSB:** the district school board formed under the Education Act (Ontario) and known as Thames Valley District School Board.
- 2.8. **TVDSB Administration:** the administrative personnel of the Thames Valley District School Board.

3. Objective

- 3.1. Thames Valley District School Board 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, including an analysis of historical enrolment, current and proposed residential development, and community trends; and
 - 3.1.4. Ministry initiatives pertaining to facilities and accommodation.
- 3.2. In circumstances where the growth of enrolment in an attendance area has exceeded the capacity of the elementary or secondary school to accommodate students, enrolment may be capped until such time as long-term student accommodation arrangements are in place. This Procedure sets out the process for enrolment capping.

3.3. Long-term accommodation solutions to school capping arrangements include:

3.3.1. Permanent accommodation in existing Schools;

3.3.2. Construction of new School(s) and

3.3.3. Additions or renovations to existing School(s) to add additional student accommodation capacity.

4. School Capping Considerations

4.1. In considering whether to cap an elementary or secondary school, TVDSB Administration will at a minimum consider the following:

4.1.1. Compliance with Provincial statutes and regulations, including but not limited to the Ontario Building Code;

4.1.2. Compliance with local municipal bylaws

4.1.3. Student supervision requirements;

4.1.4. Availability of programming and amenity spaces to support the enrolment of the school;

4.1.5. Availability of site space for Portables and

4.1.6. Availability of parking areas.

4.2. A School cap does not apply to students who are eligible to attend the Capped School under an Education Services Agreement.

5. Enrolment Capping Process

5.1. Based on the criteria in 4.1, Administration will cap enrolment at a school.

5.2. The decision to cap a school will be made by the **Director of Education** or **designate**.

5.3. The following process is followed by Administration after a decision to cap a school is made:

5.3.1. Municipalities and developers with active *Planning Act* applications in the Attendance Area of the Capped School are informed;

5.3.2. An Interim Accommodation School is identified by Administration for the

purpose of accommodating students residing in the Attendance Area of the Capped School;

- 5.3.3. Online school registration and Find My Local School tools are updated;
- 5.3.4. Student Transportation Services is notified regarding the Capped School and Interim Accommodation School;
- 5.3.5. Siblings of registered students residing within the Attendance Area of the Capped School are permitted to attend the same school;
- 5.3.6. As space becomes available at the Capped School, students residing within its Attendance Area are offered the opportunity to register at the Capped School:
 - 5.3.6.1. If the number of students interested in registering at the Capped School exceeds the number of available spaces, a random selection process will be facilitated by Administration;
 - 5.3.6.2. Students residing within the Attendance Area of the Capped School and attending the Interim Accommodation School may be requested to register at the Capped School if space is available and remains unfilled.
- 5.3.7. Enrolment at the Capped School and Interim Accommodation School is reviewed on an ongoing basis and reported to Trustees through the Accommodation Plan.
- 5.3.8. If it is determined by Administration that a School cap is no longer required, the following process is followed:
 - 5.3.8.1. Principals of the Capped School and Interim Accommodation School are consulted;
 - 5.3.8.2. School Communities of the Capped School and Interim Accommodation School, Student Transportation Services, Municipalities, and developers with active *Planning Act* applications in the Attendance Area of the Capped School are advised of the timeline for the planned removal of the School cap;
 - 5.3.8.3. Online school registration and Find My Local School tools are updated.
- 5.3.9. In the event TVDSB is requested by a municipality to comment on a *Planning Act* application or development agreement in an attendance area of a capped

school, TVDSB will recommend that the following (or similar wording having the same effect) be included as a condition:

- 5.3.9.1. “The developer agrees to include in all agreements of purchase and sale and rental agreements a provision advising that the home school for the area is temporarily capped and that any students residing in the attendance area are designated to attend an Interim Accommodation School until permanent school accommodations are in place.”
- 5.3.9.2. If the above comments are provided as part of a *Planning Act* application that has been submitted to a county, the Clerk of the local municipality will also be included on this correspondence.

5.3.10.