

Title	<b>ATTENDANCE AREAS FOR STUDENTS</b>	Procedure No.	<b>4012a</b>
Department	<b>LEARNING SUPPORT SERVICES</b>		
Reference(s)	Policy-Attendance Areas For Students	Effective Date	1998 January 01

### 1.0 Attendance Areas for Elementary Students

Elementary school procedures are established to maximize consistency in practice across all school communities, to adhere to class size requirements, and to minimize school re-organizations in the fall of each school year.

It is expected that elementary students will attend their designated school according to their designated attendance area as determined by their primary address at which they are residing. Notwithstanding this expectation, it is acknowledged that in some extenuating circumstances families may have the need for their children to attend a school out of their designated attendance area.

Where space is available, circumstances where an out-of-area exemption request may be considered include:

- to support a student's medical needs
- a student has moved outside of the designated school area and is in grades 4 through 8; consideration will be given for younger siblings if the older sibling is in grade 8.
- subsidized child care is not available in the designated school (child care alone is not an acceptable reason for an exemption)
- students attending schools involved in the Accommodation Review process may be allowed exemptions to minimize potential transitions for the students
- other compassionate grounds which are considered on an individual basis

Should this need arise, the following procedure to consider an out-of-area exemption will be utilized.

The School Principal of the receiving school, with the Superintendent of Student Achievement, shall consider the approval of out-of-area exemption requests.

Administered By	<b>LEARNING SUPPORT SERVICES</b>
Amendment Date(s)	1988 March 04, 2000 February 01, 2006 October 10, 2015 December 15

## Exemption Process

- 1.1 Parents/Guardians wishing for their children to be considered for registration in a school out of their designated attendance area, shall complete the Out-of-Area Exemption Request form and submit it to the Principal of the requested school, prior to February 15. Following February 15, it is recognized that there may be appropriate circumstances where parents/guardians may not have been able to submit an application by that date (e.g., students who move into our Board after February 15 and seek to register for a school other than their designated school). Such requests may be considered after February 15.
- 1.2 Parents/Guardians of current out-of-area students shall be contacted, in writing, by the attending school Principal. Parents/guardians shall be requested to sign and return a form letter by February 15 indicating if they wish to be considered for an exemption for the following school year.
- 1.3 The Principal of the receiving school shall review with the Superintendent of Student Achievement all exemptions that are being considered for registrations prior to confirming the status of the request with the parents/guardians.
- 1.4 If space permits, requests for out-of-area exemptions will be approved where the Principal and Superintendent of Student Achievement agree that the exemption is appropriate and consistent with the circumstances and rationale for other approved exemptions.
- 1.5 The Principal shall communicate, in writing, to each individual family and their designated school, the decisions of all requests by April 01 following a review with the Superintendent of Student Achievement. A copy of this written communication shall be maintained at the school level and a list of the status of all requests will be forwarded to the Superintendent of Student Achievement.

## **2.0 Attendance Areas for Secondary Students**

Secondary students are expected to attend the school in their designated attendance area as determined by their primary address at which they are residing. Notwithstanding this expectation, it is acknowledged that programming needs for secondary students may require that students attend a school out of their designated attendance area. Should this need arise, the following procedure to consider an out-of-area request or an “exemption” for a secondary school will be utilized.

Secondary school procedures will be based primarily on the programming needs of the students. Students requesting programming in Emphasis Technology, French Immersion, Extended French Immersion and English as a Second Language will attend their designated program schools based upon the primary address at which they are residing.

Principals of receiving schools will approve exemption requests, through the registration and course selection process, and may consider exemptions when the following criteria are met:

- There is space in the receiving school to accommodate the student.
- The facilities and special services are available to meet the program needs of the student
- The parent/guardian or student will be responsible for transportation to and from school.

### Exemption Process

2.1 Prior to February 15 students and/or their parent/guardian shall apply through the registration process, to the school Principal, for registration to a school not in their designated attendance area.

2.2 Exemptions shall be granted on an annual basis. Students shall re-apply each year, through the course selection process prior to February 15.

Following February 15, it is recognized that there may be appropriate circumstances where parents/guardians may not have been able to register by that date (e.g., students who move into our Board after February 15 and seek to register for a school other than their designated school). Such requests may be considered after February 15. The same procedures and criteria are to be followed.

2.3 The viability of accepting requests for exemption, after February 15, for semester 2 for the upcoming school year will be dependent on the available space in scheduled classes and the ability of the school to program appropriately for the student.

2.4 Where the number of out-of-area grade nine student registration requests exceeds the receiving school's capacity to accept them, the Principal of the receiving school, in consultation with the Superintendent of Student Achievement, will develop a fair and equitable process for acceptance and denial of such requests.

### **3.0 Transportation**

Transportation of students, who have been granted an exemption, will be the responsibility of the family. Notwithstanding this expectation, out-of-area students may apply to access existing transportation to the school to which they intend to attend, through a process determined by Southwestern Ontario Student Transportation Services. Students living within the school attendance area and entitled to transportation to that home school will take precedence over out-of-area students.