



# Administrative Regulations

## ADMINISTRATION

1800

### SCHOOL ATTENDANCE AREAS / CROSS BOUNDARY TRANSFERS

#### A. Definitions

1. "catchment area child" means a person
  - (a) of school age, and;
  - (b) resident in the catchment area of the school, or;
  - (c) registered in a licensed daycare in the catchment area of the school.
  
2. "continuing student" means a school age student in attendance at the school or a designated feeder school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
  - (a) a non-school district child who attended during the previous school year on a discretionary acceptance, unless approved for renewal by the school principal or superintendent's designate;
  - (b) a child who withdraws or transfers from the school or educational program before the end of the previous school year; or
  - (c) a student who attended during the previous year on a disciplinary transfer.
  
3. "district choice programs" are as specified in the district's policy on programs of choice (OR are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas).
  
4. "feeder schools" and their associated "receiving schools" are as described by the board's catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school unless an application for enrolment elsewhere is accepted, under the district's enrolment process for continuing students.
  
5. "non-catchment area child" means a person
  - (a) of school age,
  - (b) resident in the school district, and
  - (c) not resident in the catchment area of the school.

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**Date adopted:** January 1996  
**Revised:** Jun 17/03; January 2011

**Reference:** Board Policy 4.1, 4.4

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

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### SCHOOL ATTENDANCE AREAS / CROSS BOUNDARY TRANSFERS

#### A. Definitions cont'd

6. "non-school district child" means a person
  - (a) of school age,
  - (b) resident in British Columbia, and
  - (c) not resident in the school district.
7. "parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.
8. "place of residence": For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere. If a student is registered in a licensed daycare, that licensed daycare address may be used as the "place of residence" address for catchment area purposes only.
9. "previous school year" means the school year previous to the school year for which the person is applying to enroll in an educational program.
10. "school district child" means a catchment area child or a non-catchment area child.
11. "transfer student" is a school-age student or child applying to attend a school other than the catchment school, by request.

#### B. Determination of Available Space and Facilities

Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.

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**Date adopted:** January 1996  
**Revised:** Jun 17/03; January 2011

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### B. Determination of Available Space and Facilities cont'd.

1. For purposes of section 74.1(6) and (7) of the School Act, space and facilities are available in a school to enroll a student or applicant if there is capacity to provide the applicant with an educational program appropriate to the applicant's needs, taking into account both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students, district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area children.
2. The Board of Trustees delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs B.1 and B.3.
3. Decisions on space and facilities availability will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
  - the operating capacity of the school as defined by the Ministry of Education;
  - staff assigned to a school by the district;
  - the physical space in which instructional programs operate in the school;
  - the ability of the school to provide appropriate educational programs for the applicant and other students;
  - the needs of other programs located in the school.
4. After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:
  - catchment area child who attended the school during the previous school year;
  - other catchment area child;
  - non-catchment area child;
  - non-school district child;provided application deadlines and other requirements have been met.

**Date adopted:** January 1996  
**Revised:** Jun 17/03; January 2011

**Reference:** Board Policy 4.1, 4.4

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### SCHOOL ATTENDANCE AREAS / CROSS BOUNDARY TRANSFERS

#### B. Determination of Available Space and Facilities cont'd.

5. If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority: (i) continuing catchment area student; (ii) continuing non-catchment area student; (iii) continuing non-school district student.
6. Wait lists will be established for those not accepted, to be maintained until November 1ST of the same year.
7. Re-evaluation of space availability will take place periodically until November 1ST of the school year to ensure that the maximum numbers of requests are met at the earliest time possible.
8. Applicants for enrolment in Kindergarten programs will be separately prioritized in accordance with the priorities set out in section B. 4.

#### C. Tie-breaking

1. When applications made within time have the same priority (after application of any permitted sibling preference), priority as between them will be determined by time and date of application unless a determination is made by the Board, the Superintendent or the Superintendent's designate to determine priority by lot.

#### D. Alternate Enrolment Process for Continuing School District Students

1. Continuing students (except for non-district children) are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Continuing non-district children are required to submit an application form.)

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##### E. Dates for Applications to Enrol and Enrolment

1. Before the 15TH of February in each school year, the Superintendent will establish dates for submission of applications to enroll and for enrolment. The Superintendent may establish different dates for different grades, educational programs, schools, or categories of applicant.
2. The deadline for cross boundary transfer requests will be at 3:30 PM on the last instructional day in March.
3. Applications received after the date(s) established will be subject to the priority of those applicants who applied within time and will be accepted or rejected by the Superintendent or designate.
4. Requests for out-of-district transfers involving a cost to the district shall not be approved except where, in the opinion of the Superintendent, the request is justified by exceptional educational needs which cannot be met in this district.

##### F. Commitment

1. The district process shall encourage children (if of appropriate age) and their parents to jointly consider the children's educational needs before requesting an assignment to a school other than the current school or the catchment area school.
2. Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.
3. The Superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.

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#### G. Program Requirements

1. Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

#### H. Discretionary Acceptance: Suspended or Expelled Non-School District Students

1. Enrolment applications from non-school district children may be refused if the child:
  - (a) is under suspension from a BC public school or school district, or
  - (b) has been refused an educational program by a BC public school board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.
2. Such applications will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

#### I. Sibling Preference

Subject to the *School Act*, when one sibling is enrolled in or admitted to an educational program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply where the siblings will not be attending concurrently.

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#### J. Communication

Application periods and enrolment dates will be communicated to the school communities and to the community at large.

#### K. Transportation

1. For students who reside within the district walk limits, transportation to and from the school is the responsibility of the parent/guardian.
2. When a parent/guardian initiated cross boundary request is approved, the parent/guardian is responsible for the student's transportation to and from the school.
3. When a student is required to attend a school not in his/her catchment area, subject to the walk limits, the parent may make an application to the board for transportation allowance.

#### L. Transfer Requests (Process)

1. A parent may request a cross boundary transfer by completing the District Cross Boundary Transfer Application and filing it with their child's home school. Priority will be given based on Sections A.2, B.1, B.4, and B.5.
2. Transfer requests that are filed after March 31ST will not be considered until all other transfer requests have been addressed.
3. If student move his/her residence to another attendance area during the school year, he/she may complete the year within the school he/she has been attending or in the school serving the new catchment area, providing space is available.

**APPENDIX A: School Catchment Area Maps (12 pages)**

**APPENDIX B: District Cross Boundary Transfer Application (2 page)**

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