



Board Policy #108.0

Student Accommodation - Attendance Areas and Student Transfers

Document Integration Project Format

Policy Statement

The York Region District School Board believes in maintaining viable attendance areas (also known as school boundaries) for public schools in York Region. [Board Policy and Procedure 680, Student Transportation](#), addresses student transportation.

Legislative Context

Education Act

Responsibilities

Board of Trustees are responsible for:

- approving attendance areas for public schools in York Region.

Superintendents of Education are responsible for:

- reviewing attendance areas and determining program locations with Planning Services; and
- holding public information sessions to explain the boundary review process, share information about boundaries and receive feedback from students and parents in school communities affected by the proposed boundary change; and
- following public consultation, bringing forward the attendance areas for approval by the Board of Trustees.
- approving all student transfers as per guidelines outlined under the definition of *Student Transfer*.

Planning Services is responsible for:

- identifying students to attend a school other than their home school for situations such as optional programs, overflow, primary class size compliance, administrative reasons, or holding schools; and
- providing staff support to the superintendents of education throughout the boundary review process.

Principals are responsible for:

- communicating to the parent and student community, attendance areas and situations in which students have been identified to attend a school other than their home school due to optional programs, overflow, primary class size compliance, or holding school situations.

Parents are responsible for:

- initiating the student transfer process if they wish to have their child transferred to another school.
- transporting their children, if approved on transfer, to another school.

Definitions

Attendance Area (also referred to as a School Boundary)

Each school has a defined attendance area, appropriately sized to accommodate sustainable student enrolment. Attendance areas are subject to change based on enrolment trends, construction of new schools, program changes and alignment of elementary and secondary boundaries.

The following are additional considerations which can affect where students attend school: exceptional student programs, optional programs, student transfers, and students directed to attend a school other than the home school because of optional programs, overflow, enrolment pressure, primary class size, a holding school situation, and/or exceptional circumstances.

The physical school boundary is defined by geographical features including roads, railway tracks, rivers, and land parcels.

Exceptional Students

Exceptional students are those students deemed exceptional by an Identification, Placement and Review Committee (IPRC). Exceptional students may be enrolled in a program not located at their home school. Walking distances apply unless specified by the IPRC.

Holding Area

Holding areas are not considered part of the permanent long-term attendance area. A holding area may be created to accommodate students for an interim period.

Holding School

A holding school is a school that is holding students, not considered part of the attendance area, until long-term accommodation is available. Examples of holding school situations include, but are not limited to, enrolment pressures, construction, renovation/reconstruction of a home school.

Home School

Home school refers to the school to which a student is assigned by the Board to attend for regular programming based on the student's home address. Walking distances apply.

Program of Choice

A program of choice is a program which a student may choose to attend or who meets the program criteria. A program of choice is not Ministry-mandated, but offered by the Board. A program of choice may or may not be located at the student's home school. A program of choice does not receive transportation other than identified in Board Policy #680.0, Student Transportation.

Overflow

Overflow refers to situations in which students are directed by the Board to attend a school other than their home school for a specific period of time. The overflow students' attendance area does not change. Overflow may occur for a specified period if:

- individual grades have exceeded acceptable enrolment levels;
- the overall enrolment exceeds the capacity of the school; or
- the school is unable to reorganize grades during the year.

School Boundary

See Attendance Area.

Student Transfer (as per Transportation Policy)

An application must be completed for a new student transfer. Approval, by the superintendent of education, of the student transfer application is contingent upon:

- accommodation availability at the school requested;
- parents supplying transportation; and
- agreement by the principal and superintendent of education that the transfer is,
 - in the best interest of the student, and
 - will not jeopardize the program in the sending or receiving school.

Approval of a student transfer does not provide entitlement for the siblings of that student to attend that same school.

Policy History

Approved 1997

Revised 2004

Revision Drafted October 6, 2009

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both parents and guardians in all Board policies and procedures.



Board Procedure #108.0

Student Accommodation - Attendance Areas and Student Transfers

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This procedure outlines the steps followed when an attendance area is determined or under review and the process for student transfers.

Responsibilities

Board of Trustees shall:

- approve attendance area changes prior to any boundary changes becoming permanent.

Planning Services shall:

- *in consultation with superintendents of education,*
 - review attendance areas annually; and
 - for the schools identified for a boundary review process;
 - share with trustees in April of each year schools identified for a potential boundary change that may be required for implementation in 18 months,
 - following information being given to the trustees, ensure that the affected school principals receive notification to share with parents that Planning Services will attend a school council meeting outlining the proposed boundary change,
 - circulate a notice of a public information session to each affected school and in local newspapers, indicating the date, location and time of the public information session, at least two weeks prior to the meeting date,
 - ensure that feedback forms are available during the public information session and after the public information session in the office of schools affected by the proposed boundary change,
 - ensure that the presentation from the public information session is available on the Board's website 24 hours after the meeting,
 - ensure that at the public information session, information is made available on how public delegations may be made to the Board Standing Committee,
 - present to Program Planning Committee the recommended attendance area(s), a review of the process followed, and the public input received by each February 28,
 - distribute a notice to each impacted school indicating the recommended attendance boundary that will be presented to the Board Standing Committee, and
 - formally present to the Board of Trustees by each March 31, the recommended attendance area(s), a review of the process followed, and the public input received.

Planning Services may:

- recommend to the Superintendent of Education that students attend a school other than their home school; and
- when exceptional circumstances exist, present to Program Planning Committee for approval an alternate timeline for the boundary review process and the communication plan to the effected area.

Superintendents of Education shall:

- review and approve new student transfers;
- review and approve student transfer lists annually submitted by principals,

- if a student has been directed to attend a school other than their home school, give special consideration through the student transfer process for the student's sibling(s);
- when a new elementary school opens, only when accommodation in the holding school is available, decide whether to give special consideration for students entering Grade 8 to continue at their holding school until graduation; and
- for the boundary review process;
 - by March 31 each year, present proposed boundary changes (including transportation impact) to the Board of Trustees that may be required for implementation in six to 18 months,
 - by April 30 each year, create a list of schools considered for boundary changes that may be required for implementation in 18 months,
 - following their presentation to trustees, inform at least two weeks prior to the meeting date, all affected students, their parents and school councils of the date, location and time of the public information session, and
 - hold a public information session, in consultation with the local trustee(s) when a proposed boundary change will affect 25 or more students.

Superintendents of Education may:

- identify students as overflow;
- direct students to attend a school other than one's home school for special kindergarten situations in order to keep kindergarten classes at the established primary class size or in situations where space is unavailable or unsuitable to accommodate all of the children registered for kindergarten;
- direct students to a holding school; and
- direct students to attend a school other than their home school for exceptional circumstances as they arise.

Secondary Principals shall:

- regarding student transfers,
 - review new student transfers and forward them to the superintendent of education for approval for the entire duration of secondary school, and
 - notify parents only if a student's transfer can no longer continue;
- share with parents notifications provided by Planning Services that they will attend a school council meeting outlining proposed boundary changes.

Elementary Principals shall:

- regarding student transfers,
 - a. review new student transfers and forward them to the superintendent of education for approval,
 - b. by February of each year,
 - i. review the list of students currently on transfer,
 - ii. send a letter to the parents of students on transfer to notify them that their child is still considered a transfer student and to seek confirmation that they still prefer their child continue at the school, in order to notify and seek approval of the superintendent of education,
 - iii. compile a final list of students currently on transfer and forward them to the superintendent of education for approval, and
 - iv. once approval has been received by the superintendent of education, communicate with parents of students on transfer that their child may/may not continue to attend the school; and
- share with parents notifications provided by Planning Services that they will attend a school council meeting outlining proposed boundary changes.

School Councils shall:

- if their school's boundary is under review and would like to provide input, submit their input regarding the proposed boundary changes to the offices of any of the schools affected by the boundary change, or e-mail/fax their input to the superintendent of education no later than two weeks after the public meeting.

Parents shall:

- if their school's boundary is under review and would like to provide input, submit their input regarding the proposed boundary changes to the offices of any of the schools affected by the boundary change, or e-mail/fax their input to the superintendent of education no later than two weeks after the public meeting.
- understand that if Policy or Procedure 680, Transportation to/from Schools is amended that impacted students identified to remain, must comply with the most current policy;
- if they wish to have their **child transferred to a school outside of their child's home school**;
 - complete the application form and submit it to their child's home school,
 - understand that approval of the transfer is contingent upon the transfer criteria and students are not entitled to transportation,
 - understand that approval of a student transfer does not provide an entitlement for the siblings of that student to attend a school and that siblings are not entitled to transportation, and
 - understand that if they wish to have siblings of a child accepted on transfer attend the same school, they must complete the application form for each sibling and that the same criteria for admission would apply and siblings are not entitled to transportation;
- if they wish to have their **child attend an optional program that is offered in a school other than their home school**, understand that;
 - once admitted, their child will have the right to continue that program until completion, or until a more suitable program is recommended for the student, or until the program is moved from that location,
 - if they withdraw their child from the optional program, they must apply for a student transfer to have their child continue that school's regular program and are not entitled to transportation, and
 - if they wish to have siblings of a child enrolled in an optional program attend the same school, they must complete the transfer application form for each sibling. The same criteria for admission would apply and siblings are not entitled to transportation;
- understand that their child may be **directed by the Board to temporarily attend a school other than their home school and in these situations**;
 - the attendance area for their home school does not change,
 - students may be redirected by the Board back to their home school as space becomes available,
 - if they wish to have their child remain at a school other than their home school, they may apply for a student transfer and are not entitled to transportation, and
 - sibling(s) are not entitled to attend a school other than their home school and if they wish to have siblings attend the same school, they must complete the transfer application form for each sibling and supply transportation;
- understand that **when a school boundary has been changed**;
 - all students are to attend the school serving the newly defined attendance area (their new home school) unless directed otherwise by the Board,
 - existing students who do not wish to attend their new home school may remain at the current school location, if space is available and they will be entitled to transportation if they qualify as per [Board Policy 680, Student Transportation](#);

- implementation of the new boundary may be phased in over a multi-year period, and
 - sibling(s) are not entitled to attend a school other than their home school and if they wish to have siblings attend a school other than their home school, they must complete the transfer application form for each sibling and siblings are not entitled to transportation;
- understand that when a **new elementary school** opens;
 - all students must move from their holding school to their new home school,
 - only when accommodation in the holding school is available, special consideration may be given by the superintendent of education for students entering Grade 8 to continue at their holding school until graduation and will be entitled to transportation if they qualify as per [Board Policy 680, Transportation to/from Schools](#); and
 - sibling(s) are not entitled to attend a school other than their home school and if they wish to have siblings attend a school other than their home school, they must complete the transfer application form for each sibling and siblings are not entitled to transportation; and
- understand that when a **new secondary school** opens,
 - it generally opens with Grades 9 and 10 with an additional grade added each subsequent year for the next two years,
 - all students entering Grades 9 and 10 must move from their holding school to their new home school, and
 - all students entering Grade 11 and 12 remain at the holding school until graduation and will be entitled to transportation if they qualify as per [Board Policy 680, Student Transportation](#).

Parents may:

- apply for a student transfer if they wish for their child to attend a school other than their home school and students are not entitled to transportation.

The Public shall:

- if a school boundary is under review or being newly created and would like to provide input, submit their input regarding the proposed boundary changes to the offices of any of the schools affected by the boundary change, or e-mail/fax their input to the superintendent of education no later than two weeks after the public meeting.

Procedure History

Drafted May 5, 2009

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both parents and guardians in all Board policies and procedures.