

Procedure Title	Boundaries, School Attendance Area		
Date of Issue	June 16, 1998	Related Policy	BP 6212-D
Revision Dates		Related Forms	AF 6212
Review Date		Originator	System Administrative Team
References			

Procedure:

Rationale:

In accordance with Board Policy out of boundary school attendance is permissible in certain situations as long as space is available and there is no additional cost to the Board.

Procedure:

1. When an out-of-boundary attendance request is made on form AF 6212 the receiving principal must determine space requirements.
 - Space is considered available if the school has not exceeded the capacity of the permanent building.
 - If the particular class has room without exceeding class or course size restrictions.
 - If there are no extra staff resources required.

2. When approving requests to attend an out-of-boundary school prior to September, sending and receiving principals should consider:
 - the impact of provincial legislation, board policy, collective agreements and the possibility of an increase in resident students in September in determining an appropriate class size;
 - program viability at the sending school; and

- whether or not the parent is able to provide transportation for the student. If space is available on existing bus routes, transportation may be provided so long as there is no additional cost and student is bus eligible. In these circumstances transportation may be withdrawn at any time in order to provide for in-boundary student needs.
3. In all new cases of requests for out-of-boundary attendance, sending and receiving principals will have direct contact.
 4. Annual approval renewals are not required. If conditions change, approvals may be withdrawn for the next school year in order to accommodate home school children or to reduce temporary accommodation.
 5. The principal of the receiving school has the final approval based on the criteria outlined in the procedures. The Principal must consult with the Transportation department to determine the availability of bus service.
 6. The principal must ensure that the parent/guardian is aware that:
 - the parent/guardian is responsible for transportation;
 - transportation, if provided, may be withdrawn at anytime in order to provide for in boundary student needs;
 - out-of-boundary students can not jeopardize the rights of a student resident in the school boundary to attend the school; and
 - the approval is reviewed annually by the principal, if conditions change, approvals may be withdrawn for the next school year in order to accommodate home school students or to reduce temporary accommodation.