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| Procedure Title | Boundaries (School Attendance Areas) — Out of Boundary Requests | | |
| Date of Issue | June 16, 1998 | Related Policy | BP 6212-D |
| Revision Dates | November 13, 2013; December 11, 2013; February 16, 2021; March 10, 2021 | Related Forms | AF 6212 |
| Review Date | | Originator | Administrative Council |
| References | | | |
| TCP-A010 “Out of Boundary Transportation” | | | |

1.0 RATIONALE

- 1.1 In accordance with board policy BP 6212-D “Boundaries (School Attendance Areas)”, out of boundary school attendance, within the jurisdiction of Bluewater District School Board, is permissible in certain situations, as long as space is available and there is no additional cost to the board.

2.0 DEFINITIONS

In-boundary school

The in-boundary school is the school that the student would normally attend, based on the school attendance areas set by the board (see BP 6212-D).

Out of boundary school

The out of boundary school is the school that the parent(s)/guardian(s) are requesting that their child attend, which is not located within the school attendance areas set by the board.

3.0 PROCEDURE

- 3.1 All out of boundary requests will be made using AF 6212 “Application for Student Transfer Beyond School Boundary” and submitted to the in-boundary school principal who will communicate the request to the out of boundary principal. New registrants to the board must initially register their child at their in-boundary school and then submit an out of boundary request.
- 3.2 In all new cases of requests for out of boundary attendance, in-boundary and out of boundary principals will have direct contact.
- 3.3 The principal of the out of boundary school has the final approval based on the criteria outlined in this procedure.
- 3.4 When approving requests to attend an out of boundary school in-boundary and out of boundary principals should consider:
- a) the impact of provincial legislation, board policy, collective agreements, and the possibility of an increase in pupils of the board in September in determining an appropriate class size;
 - b) program viability at the sending school; and

- c) whether or not the parent is able to provide transportation for the student. Transportation may be provided in accordance with transportation consortium procedure TCP-A010 "Out of Boundary Transportation". Transportation may be withdrawn at any time in order to provide for in-boundary student needs.
- 3.5 The out of boundary principal must determine space requirements. Space is considered available if:
 - a) the school has not exceeded the capacity of the permanent building;
 - b) the particular class has room without exceeding class or course size restrictions; and
 - c) there are no extra staff resources required.
- 3.6 The principal must ensure that the parent/guardian is aware that:
 - a) the parent/guardian is responsible for transportation;
 - b) transportation, if provided, may be withdrawn at anytime in order to provide for in-boundary student needs;
 - c) out of boundary students can not jeopardize the rights of a student resident within the school boundary to attend the school; and
 - d) annual approvals are not required but each case will be reviewed annually by the principal. If conditions change, approvals may be withdrawn for the next school year in order to accommodate in-boundary students or to reduce temporary accommodation.