

**RATIONALE:**

The Board of Education has the legal duty to assign students to various schools in the School District, and the power to divide the District into catchment areas for the purposes of assigning students to schools.

Under the School Act, every parent/guardian has the choice of registering their child in their neighbourhood school or any other educational program, subject to the Board's determination that space and facilities are available for the person at the school in which the educational program is made available.

This administrative procedure sets out the process for application and consideration of applications for student attendance in a program of choice or school of choice.

**PROCESS:**

Schools are to register new students in their catchment area and advise parents wishing their children to attend a non-catchment area school of the process for completing a School of Choice Application. This includes parents wishing their children to attend a program of choice (e.g., French Immersion) at a school in another catchment area.

Schools may only register a non-catchment area student upon notification from the Board Office that a School of Choice Application has been approved.

School registration for the following year will open the last full week of January. This date will be confirmed each fall and posted on the district website calendar.

School of Choice Applications are available on the district website and at each school. They are to be completed by parents and submitted according to the directions on the form to the Board Office prior to the date communicated on the SOC form.

School of Choice Applications will be date/time stamped by the Board Office as they are received.

**1. Program Of Choice Applications**

School of Choice Applications for programs of choice will be addressed first, with students placed in these programs according to Policy 330 and space. Schools will be aware of catchment area applicants from their registration forms and notify the Board Office of those applicants by the date specified by the Board office. The Board office will coordinate the process if there are spaces remaining to be filled after priority 1 students are placed.

French Immersion will be based on the following priority placement:

**Priority 1** – Returning Students

**Priority 2** – Siblings of French Immersion Students (same school)

### **Priority 3 – All other students**

A lottery will be held if necessary, and a waiting list, if applicable, will be created based on the order in which names are drawn.

In the case of a waiting list for programs of choice, the school will notify the Board Office of any vacancies as they arise, and students from the waiting list will be assigned.

Schools and parents will be notified of the outcome of applications for a program of choice as soon as is practicable after the application deadline.

### **2. Configuration Of Classes As Basis For Spaces Available**

Schools will configure classes based on catchment area students, students continuing in their previously approved school of choice assignment, and students in programs of choice assigned for the coming year.

Class configurations will be submitted to the Board office by the date established for that year in the Administration Calendar.

### **3. School Of Choice Applications**

School of Choice applications will be considered by the Assistant Superintendent based on space available and the order of receipt of applications as date/time stamped. **Transfers will not be approved if they would result in the reconfiguration of a school.**

Schools will update their class configurations as school of choice placements are made to ensure accurate information about spaces available.

School of choice transfers will not be approved prior to the start of classes when there is limited space in the school. This is to allow for students who may move to the catchment area over the summer.

Schools and parents will be notified of the outcome of school of choice applications as soon as is practicable and prior to the end of the school year.

Parents who have had their application denied will be provided the opportunity to request to remain on a waiting list for spaces that may become available.

At the conclusion of the first week of school, students who have been denied transfer will be considered in the order of the waiting list (based on original application date/time).

Transfers will be considered based on available spaces, with consideration for students who may move into the catchment area during the course of the year.

### **Related:**

Policy 330 Enrollment in an Educational Program, School Act, Section 75.1