

PREAMBLE

The intent of this policy is to provide a balance between the following principles:

- Access to neighbourhood school: Ability of students to be able to attend their catchment area school in accordance with their wishes.
- Choice: Ability of students and parents to choose the school and educational program which best meets the student's educational needs
- Clarity, stability, continuity: Support clarity, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible.
- Efficient resource allocation: Enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand, and minimize adjustments required at the beginning of the school year.

REGULATIONS:

General

1. The Board will make available an educational program to all persons of school age who are ordinarily resident in the district.
2. The Board may assign and reassign students to specific schools.
3. Appeals of decisions made with regard to this policy are governed by Bylaw No. 4.
4. Kindergarten registration will take place before the district's transfer process.
5. Prior to the start of the registration and transfer process each year, parents will be made aware of this policy through school newsletters, the media, and other forms of communication.
6. Annually, the total enrolment and/or program enrolment capacity within each school will be determined by the Superintendent of Schools or their designate, and be made public before the start of the registration period.
7. Registration or transfer applications may be made online, or assistance will be provided to parents at any school district office.

Catchment

8. Each school offering the regular program will have a designated catchment area.
9. Catchment boundaries will be reviewed by the Education Services Committee as required, for approval by the Board.
10. The catchment area for choice programs and choice schools, distributed learning, continuing education and district alternative programs is the entire school district.
11. Every reasonable attempt will be made to accommodate students at the school serving the catchment area in which they reside.
12. If space is not available for students wishing to attend the regular program at the school serving the catchment area in which they live, the principal will find a space for the student in a neighbouring school. Transportation support may be provided, if required, in accordance with Policy 3541 (Student Transportation – Home and School).

13. Students may attend the regular program at a school other than their catchment area schools, if space is available. Students may attend any choice program or choice school in the school district, with acceptance being dependent on both program criteria and available space.
14. The parents of a child attending a school other than the school serving their catchment area shall assume full responsibility for the transportation of the child to and from school and any related extra supervision requirements, in accordance with Policy 3541 (Student Transportation - Home and School) and Policy 6172.2, Establishment of Choice Programs and Schools. The Board shall incur no additional costs as a result of such registration or the approval of any transfer application.

Priorities for Registration and Transfer

15. Registration or transfers in regular educational programs in a school will be offered in the following priority order:

Option 1	Option 2	Option 3
<ol style="list-style-type: none"> a. Siblings of catchment area children who, in the previous year, attended the school in question and who will be attending the school in the following year b. Catchment area children c. Siblings of non-catchment children who, in the previous year, attended the school in question and who will be attending the school in the following year d. Non catchment children e. Non school district children 	<ol style="list-style-type: none"> a. Siblings of catchment area children who, in the previous year, attended the school in question and who will be attending the school in the following year b. Siblings of non-catchment children who, in the previous year, attended the school in question and who will be attending the school in the following year c. Catchment area children d. Non catchment children e. Non school district children 	<ol style="list-style-type: none"> a. Siblings of catchment area children who, in the previous year, attended the school in question and who will be attending the school in the following year b. Catchment area children and siblings of non-catchment children who, in the previous year, attended the school in question and who will be attending the school in the following year (same priority) c. Non catchment children d. Non school district children

16. Registrations or transfers for choice programs or schools will be offered in the following priority order:
 - a. Siblings of school district children who, in the previous year, attended the school in question and who will be attending the school in the following year
 - b. School district children
 - c. Non school district children

Registration

17. When applications made within the deadlines published each year have the same priority, priority as between them will be determined by a lottery system, with administrative procedures established by the Superintendent.

Option 1	Option 2
18. Parents registering their children must select their catchment school for registration. 19. If the parent does not wish their child to attend their catchment school, they may apply to transfer their student to a choice program, choice school, or non-catchment school during the transfer process.	20. Parents registering their children must identify their catchment school during registration. 21. If the parent does not wish their child to attend their catchment school in the regular program, they may list their choice of school or program during the registration process, which may be accepted by the school, depending on program criteria and available space.

Transfers

22. After the school's enrolment capacity has been determined, the transfer capacity will be set and made public. Allowance will be made for students who move into the school's catchment area after the out-of-catchment area transfers are complete.
23. Once a transfer is approved, the student becomes a student of that school and is entitled to attend it for the duration of his or her elementary or secondary program, unless that privilege is revoked in accordance with Board policy. Parents wishing the return of their child to the previous school must apply for a transfer using the district's transfer process. Once granted a transfer, a student may not transfer to any other school for at least one school year.
24. If two or more students have the same priority category as outlined in Regulation 15, priority for entry will be established based upon the date and time of application.

Elementary to Secondary Transition

25. An elementary student who attends the regular program offered in the school serving the catchment area in which the student resides is entitled to attend the regular program offered at the secondary school serving that catchment area.
26. A student attending a choice program, or a regular program in an elementary school outside his or her catchment area, when moving from elementary to secondary school is entitled to attend either:
27. The secondary school serving the catchment area in which the student resides, or
28. The secondary school to which his or her current school or program is linked.
29. If space is not available for students in the secondary school they are entitled to attend, the principal will find a space for the student in a neighbouring school. Transportation support may be provided, if required, in accordance with Policy 3541 (Student Transportation – Home and School).