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References	Policy 2317 – School Attendance Areas Education Act s.35(1) APM A7050 – Admission of Students
Contact	School Services

Contents	Page
Item 1 School Attendance Areas	2
Item 2 Definitions.....	2
Item 3 Review of School Attendance Areas.....	3
Item 4 Right to School Attendance	4
Item 5 Requests to Attend an Out-of-Attendance-Area School and Conditions	4
Item 6 Approvals and Denials of Requests	5
Item 7 Revocation of Approval	5
Item 8 Special Situations	6
APPENDIX A Newsletter Notice to Students and Parents/Guardians.....	8
APPENDIX B Process Letter (for Secondary and Elementary).....	9
APPENDIX C Denial of Request Letter	10
APPENDIX D Revoke Out-of-Attendance-Area Status Letter	11
FORM A7000 - 1 Request to Attend an Out-of-Attendance Area School	12
FORM A7000 - 2 Approval to Attend an Out-of-Attendance-Area Secondary School Letter .	14
FORM A7000 - 3 Approval to Attend an Out-of-Attendance-Area Elementary School Letter	15

1. School Attendance Areas

- 1.1 School attendance areas shall be established to ensure that each school within the Simcoe County District School Board's (SCDSB) jurisdiction has a distinct attendance area.
- 1.2 In normal circumstances, and following consultation with the community, attendance area changes will be presented to the Board for approval by March 31 for an elementary school in September and for a secondary school in the subsequent September.

2. Definitions

- 2.1 For the purpose of this administrative procedure:
 - 2.1.1 Attendance area: the area enclosed within a school's regular program or French Immersion program boundary as designated by Board motion. A school accommodates the students who live within its attendance area. If a district or county program(s) is also located in the school, then students registered in that program(s) may live outside the school's attendance area.
 - 2.1.2 Holding school: a school that accommodates students who live in a location (often a new residential development) distant from the attendance area of the school. The holding school accommodates these students on a temporary basis, as designated by Board motion. A Board motion is not required when designating areas of new residential development where units have yet to be occupied.
 - 2.1.3 Holding area: the area (often a new residential development) of students who are accommodated at a holding school as designated by Board motion. A Board motion is not required when designating areas of new residential development where units have yet to be occupied.
 - 2.1.4 Home school: the school located within a given attendance area (including any attached holding area[s]). Students are expected to attend their home school, unless they are registered in a county or district program located outside the attendance area of their home school.
 - 2.1.5 Out-of-attendance-area school: a school students attend that resides outside the attendance area (including any attached holding area[s]) of a given school.
 - 2.1.6 Out-of-attendance-area student: a student who attends a school other than their home school not including a student enrolled in a district or county program, or a student in a holding school due to extenuating circumstances in the student's home school.
 - 2.1.7 School capacity: the number of pupil places available for students within the school, considering capacities established by the Ministry of Education's On The Ground (OTG) Rated Capacity, washroom capacity, Reasonable Land Use Capacity (septic limits), and unique site restrictions. The OTG capacity means the number of pupil places assigned by the Ministry of Education and does not include portables.
 - 2.1.8 Non-resident student: a student who resides in the jurisdiction of another school board and may be admitted to a SCDSB school in accordance with the *Education Act s.35(1)*, subject to the approval of the superintendent of education where there is available space.

3. Review of School Attendance Areas

- 3.1 Staff shall conduct a system enrolment review in the fall of each year as part of the Capital Plan, including a review of existing school attendance areas. The following factors shall be considered during the review of attendance areas:
- 3.1.1 present attendance areas;
 - 3.1.2 the most efficient use of accommodation;
 - 3.1.3 minimize the need for transportation services;
 - 3.1.4 the projected growth/decline of enrolment;
 - 3.1.5 the location and proximity of adjacent schools and students;
 - 3.1.6 maximizing school walk zones;
 - 3.1.7 natural and constructed boundaries;
 - 3.1.8 site capacity with particular regard to adequate space for parking and for the location of portables;
 - 3.1.9 the placement of county and district classes;
 - 3.1.10 the need to accommodate students who live in a holding area;
 - 3.1.11 the need to accommodate students in interim placements due to overflow measures resulting from capacity restrictions; and,
 - 3.1.12 recommendations arising from a pupil accommodation review.
- 3.2 Further to the system enrolment review, the Superintendent of Business and Facility Services will identify schools throughout the year that may be proposed for attendance area changes to Administrative Council and the Board.
- 3.2.1 Facility Services staff will continue to monitor attendance areas on an ongoing basis, and propose attendance area changes to address issues as they arise throughout the year.
 - 3.2.2 Facility Services staff and the superintendent of education shall confer with the respective principals and school councils regarding any proposed attendance area changes.
 - 3.2.3 The superintendent of education shall hold a minimum of one public meeting to provide information and seek community input regarding proposed attendance area changes. These meeting(s) should be completed by the end of February.
- 3.3 Attendance area changes resulting from a pupil accommodation review may be presented to the Board after the March 31 deadline based on the timelines established for the review process.
- 3.4 Changes in interim placements to accommodate students who live in holding areas or due to overflow measures resulting from capacity restrictions will be subject to the decision of the Board. Board approval is not required when designating areas of new residential development where new units have yet to be occupied.
- 3.5 The Superintendent of Business and Facility Services, following consultation with the Director of Education, is authorized to make a minor change to an attendance area at the request of a family (or families) who live in a specific location and on the recommendation of staff. Such a change must be agreed to by all the families with students who live in the location and who would be affected at the time by the change. The Superintendent of Business and Facility Services shall inform the Board of the change of attendance area.

- 3.6 Parents/guardians of students under 18, or students aged 18 and over, who are affected by approved attendance area changes will be notified in writing by the superintendent of education prior to May 31 for a change effective the following September.

4. Right to School Attendance

- 4.1 Principals are required to admit:
- 4.1.1 Qualified resident and non-resident students who reside in the school's attendance area (including any attached holding area[s]).
 - 4.1.2 Students who have been placed by an Identification, Placement and Review Committee (IPRC) in a special education class located within the school.
 - 4.1.3 Students in interim placements due to overflow measures resulting from capacity restrictions.
 - 4.1.4 Students covered by tuition agreements with the Chippewas of Rama First Nation and Beausoleil First Nation.
- 4.2 Principals shall refer other non-resident students wishing to attend their school to the superintendent of education by completing the Application for a Non-Resident Student to Attend a SCDSB School (APM A7050, item 4, FORM A7050 - 2).

5. Requests to Attend an Out-of-Attendance-Area School and Conditions

- 5.1 The parent/guardian of students under 18, or student aged 18 and over, must initiate a request to attend an out-of-attendance-area school through the home school principal (FORM A7000 - 1).
- 5.1.1 The student must be registered at their designated home school prior to submitting an out-of-attendance-area request.
 - 5.1.2 In cases of joint custody, both parents must agree to the out-of-attendance-area request. If a custodial parent is not in agreement, the out-of-attendance-area request will be denied or revoked.
- 5.2 The home school principal shall advise the parent/guardian of the following conditions:
- 5.2.1 The request will be considered taking school enrolment (current actual enrolment and projections) into account, and there must be a sufficient number of pupil places at the time of the request to accommodate the students within established class-loading policies.
 - 5.2.2 The student must not currently be subject to or under an expulsion.
 - 5.2.3 The admission will not result in more staff within established class-loading policies.
 - 5.2.4 The responsibility for transporting the student to and from an out-of-attendance-area school rests entirely with the parent/guardian of a student under 18, or student aged 18 and over.
- 5.3 The home school principal shall advise the parent/guardian of the following process:
- 5.3.1 Parents/guardians, or students aged 18 and over, must complete and sign a Request to Attend an Out-of-Attendance-Area School form (FORM A7000 - 1) and submit the form to the home school principal,
 - 5.3.2 The home school principal will sign the request and forward it to the principal of the requested school.

5.3.3 The principal of the requested school will sign the request and forward it to the superintendent of education of the requested school.

5.4 Prior to approval/denial, the superintendent of education will review the request taking into account such factors as the reason for the request, the learning needs of the student, the impact of the transition on the student, the circumstances at the requested school and the timing of the request.

5.5 Approval to attend an out-of-attendance-area school is subject to review as requested by the receiving principal. The review, conducted by the superintendent of education, may result in the denial of a request or the revocation of that approval.

6. Approvals and Denials of Requests

6.1 Approval by the superintendent of education shall be recorded on the Request to Attend an Out-of-Attendance-Area School form (FORM A7000 - 1) and sent to the receiving school principal.

6.2 The receiving school principal shall inform the parent/guardian or student aged 18 and over of out-of-attendance-area approval by letter (FORM A7000 - 2 or FORM A7000 - 3).

6.3 A school newsletter notice (APPENDIX A) shall be issued in January of every year to remind out-of-attendance-area students that they are entitled to remain at the school as long as the out-of-attendance-area conditions as set out in item 5.2 are met.

6.4 Denial of the request by the superintendent of education shall be recorded on the Request to Attend an Out-of-Attendance-Area School form (FORM A7000 - 1) and a letter (APPENDIX D) outlining the reason for denial will be sent from the superintendent's office to:

6.4.1 the parent/guardian, or the student aged 18 or over;

6.4.2 the principal of the home school; and,

6.4.3 the principal of the requested school.

7. Revocation of Approval

7.1 The superintendent of education, following a request by the requested school principal, may revoke the approval of the out-of-attendance-area status of the student (or students) for reasons related to the student's behaviour, attendance, actions or inactions (APPENDIX D).

7.2 Should the student demonstrate through a pattern of behaviour or attendance that they have not prospered by the instruction available to them at the school and that they are persistently resistant to making changes in that behaviour which would enable them to prosper, the approval to attend may, after review by the superintendent of education, be revoked and the student instructed to return to their home school.

7.3 The superintendent of education may revoke an approval when the capacity of the out-of-attendance-area school a student is attending has been reached and space is required for students within the designated attendance area.

8. Special Situations**8.1 Transferring groups of students to an alternate school:**

The Director of Education may recommend to the Board that groups of students within a school attendance area attend an alternate school with available accommodation when at least one of the following conditions exists at the home school:

- 8.1.1 All available pupil places are in use or will be in use within the school year.
- 8.1.2 Additional staff would be required to accommodate the students within established class-loading policies.
- 8.1.3 Additional portables are not available or not possible because of site limitations.

8.2 Denial of transfer requests because of staffing implications for the home school:

The Director of Education, subject to Board approval, may require students who wish to attend out-of-attendance-area schools, to continue to attend their home school because the number of students requesting a transfer has the following effect on the home school:

- 8.2.1 At the elementary level, the requirement to provide staffing in the home school in excess of established class loading policies in order to maintain a class organization structure consistent with other elementary schools, for example, to avoid multi-graded classes in a small school.
- 8.2.2 At the secondary level, the requirement to provide staffing in the home school in excess of established class loading policies in order to maintain the number of mandatory and optional courses consistent with the range of courses available the previous year, for example, to avoid situations where reduced enrolment may jeopardize the continued existence of a course.

8.3 Denial of transfer requests because of staffing implications for the requested school:

- 8.3.1 When the number of students and/or projected students exceeds, or will exceed the capacity of the school, the Director of Education shall authorize the denial of all out-of-attendance-area requests.

8.4 Denial of transfer requests because the school is closed to out-of-attendance-area requests. This information shall be set out in the annual Capital Plan and be administered throughout the year where necessary:

- 8.4.1 The Director of Education may close a school to out-of-attendance-area students where the accommodation and staffing capacities have been reached or are expected to be reached as in new schools.
- 8.4.2 Holding schools are closed to out-of-attendance-area students.
- 8.4.3 Privately serviced schools that exceed or are approaching the Reasonable Land Use Capacity shall be closed to out-of-attendance-area students.
- 8.4.4 The list of schools closed to out-of-attendance-area students will be reviewed on an annual basis.
- 8.4.5 Despite any other provisions in this procedure or any other procedure/policy of the board, in unusual and extreme circumstances, the board may direct students within a school attendance area to attend the home or other school and forthwith advise of its decision and the reasons thereof.

Approved
Revised

January 11, 1993

June 7, 2002; March 27, 2003; August 29, 2007; November 3, 2008;
February 27, 2009; February 16, 2011; February, 2012; May 2014;
September 2018

Issued under the authority of the Director of Education

Principals are asked to include this notice in a newsletter every January.

**NOTICE TO STUDENTS AND PARENTS/GUARDIANS OF STUDENTS
REGARDING OUT-OF-ATTENDANCE-AREA REQUESTS**

Under Simcoe County District School Board procedures (APM A7000), it is possible for students to apply for and receive permission to attend an out-of-attendance-area school.

Students will be permitted to continue in attendance as long as there are pupil places available. They may be required to return to their home school or transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the designated attendance areas.

An approval may also be revoked at any time by the superintendent of education, after consultation with the receiving school principal, for reasons related to the student's behaviour, attendance, actions or inactions.

Even with this permission; the responsibility for transportation to and from school is borne by the out-of-attendance-area student and/or parent/guardian.

PROCESS LETTER
(for Secondary and Elementary)

(Sent by the office of the superintendent of education)

Board Letterhead

(Date)

(Address)

Dear (Name of Parent(s)/Guardian(s))

Your request to have (student's name) attend (school requested) for September (year) has been received.

It is necessary for schools to ensure they can accommodate students residing within their own school attendance areas before they can accept out-of-attendance-area students.

In order to ensure in-attendance-area students are accommodated, your out-of-attendance-area request will be reviewed in the third week of September when actual enrolment numbers are assessed. The principal of the requested school will then contact you as to whether or not there is/are space(s) available for your child(ren) at the requested out-of-attendance-area school.

Your child(ren) must be registered at their designated home school prior to submitting an out-of-attendance-area request. It is important to know that the request will not be considered unless your child(ren) is/are registered in their home school. A copy of your request to attend an out-of-attendance-area school will be retained by the principal of your child(ren)'s home school and the principal of the school you have requested.

In the event that your request is approved, transportation to and from school is the responsibility of the out-of-attendance-area student and/or parent/guardian. Students will be permitted to continue to attend as long as space is available. They may be required to return to their home school or transfer to another school if the capacity of the school they are attending has been reached and space is required for students residing within the attendance areas.

Should the student demonstrate, through a pattern of behaviour or attendance, that they have not prospered by the instruction available to them at the requested out-of-attendance-area school, the approval to attend may be revoked and the student instructed to return to their home school.

We will do our best to accommodate your request but please understand that you may need to reconsider your child(ren)'s home school if space is not available in the requested school.

Sincerely

Superintendent's name
Superintendent of Education

- c. Principal (home school)
Principal (requested school)

DENIAL OF REQUEST LETTER

(Sent by the office of the superintendent of education)

Board Letterhead

(Date)

(Address)

Dear (Name of Parent(s)/Guardian(s))

I have received your out-of-attendance-area request for (student's name) to attend (school name).

I regret that your request cannot be approved at this time, as (reason for denial).

Should you wish to request accommodation for a future year, I would be pleased to consider it at that time.

Sincerely

Superintendent's Name
Superintendent of Education

- c. Principal (home school)
Principal (requested school)

REVOKE OUT-OF-ATTENDANCE-AREA STATUS LETTER

(Sent by the office of the superintendent of education)

Board Letterhead

(Date)

(Address)

RE: (Student's name)
Out-of-Area-Attendance at (school)

Dear (Name of Parent(s)/Guardian(s))

I am writing to let you know that (student's name) out-of-area-attendance at (school) is being revoked for (date).

This decision has been made as a result of information provided by the school principal who indicates that, despite repeated interventions, vice-principal counselling, and parental contact, (student's name) is not benefitting from the opportunity to attend an out-of-attendance-area school. Specifically, (student's name) attendance, progress, demonstration of learning and behavior continue to demonstrate a lack of commitment to learning in the (school) environment.

As a result, (student's name) will need to register at the school in their designated home attendance area.

We wish (student's name) success in their future studies.

Sincerely,

Superintendent's Name
Superintendent of Education

c. Principal (home school)

Request to Attend an Out-of-Attendance-Area School

The Simcoe County District School Board has a policy which allows students to attend out-of-attendance-area schools providing there is sufficient space within the established class loading policies and the admittance of out-of-attendance-area students does not result in more staff than otherwise would be allocated. The policy also states that the board will assume no obligation to provide transportation for students who have chosen to attend out-of-attendance-area schools. The responsibility for getting to and from school will rest entirely with students and their parents/guardians. Students who are currently subject to or under expulsion are not eligible to attend an out-of-attendance-area school. The home school principal will forward the form to the receiving school principal who will complete section C and then forward the form to the appropriate superintendent for a decision.

PART A – To be completed by the parent/guardian or student aged 18 or older

 Date of Request:
Student Information

 Legal Last Name:

 Legal First Name:

 Legal Middle Name:

 Preferred Last Name:

 Preferred First Name:

 Preferred Middle Name:

 Date of Birth:

Student's Home Address

 Street:

 Apt/Suite:

 City:

 Province:

 Postal Code:

 Home School:

 Grade Level (grade at current home school):

 Is the student currently subject to or under an expulsion? Yes No

 Does the student have a Safety Plan on file at the home school? Yes No

 Is there any other information that the school needs to ensure the safety and security of your child? Yes No

 Total Credits Earned to Date (secondary students only):

Please attach Credit Counselling Summary (Student Status Sheet) to this application.

Requested Out-of-Attendance-Area School

 Requested School (school being requested to attend):

 Grade Level (grade at requested school):

 Requested Start of School Date:

(Month/Year)

Reason for Request. Please provide details supporting your request in the space below or attach as a document to this application.

Parent/Guardian Information

 Custody: Both Parents Mother Father Joint* Other

*** In the case of Joint Custody, both parents must agree to the out-of-attendance-area request. If a custodial parent is not in agreement, the out-of-attendance-area request will be denied or revoked.**

 Are there legal documents that set out custody and access to the student? Yes No

 Is a Court Order filed in the student's OSR? Yes No

Note: It is the responsibility of the parent/guardian to provide a copy of the most recent court order/custody agreement for the Ontario Student Record (OSR) and to inform the school about any special custody and/or access arrangements, including restraining orders, interim orders, amending orders, etc.

 Student Living With (please specify):

Parent/Guardian #1 Name: Relationship to Student:

Home Phone: Work Phone: Cell Phone:

Address: Same as student / If different from student:
 Street: Apt/Suite: City: Province: Postal Code:

Parent/Guardian #2 Name: Relationship to Student:

Home Phone: Work Phone: Cell Phone:

Address: Same as student / If different from student:
 Street: Apt/Suite: City: Province: Postal Code:

Parent/Guardian/Adult Student Acknowledgement

Personal information collected on this form is collected under the authority of the *Education Act*, section 171. (1)7, Schools and Attendance Areas in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of accessing student eligibility to attend an out-of-attendance-area school in accordance with Simcoe County District School Board Policy 2310 – School Attendance Areas. This form shall be retained for the current and the following two school years. Questions regarding personal information collected on this form may be directed to the school principal.

I/we certify that the information that I/we have provided on this form is accurate and current to the best of my/our knowledge.

<input type="checkbox"/> Parent 1 / <input type="checkbox"/> Guardian 1 /	Name (please print)	Signature	Date
<input type="checkbox"/> Adult Student	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART B – To be completed by the home school principal

Home School: Student Currently Registered: Yes No

Principal Name: Principal Signature: Date:

Principal's Comments/Notes:

PART C – To be completed by the requested school principal

Requested School:

Principal Name: Principal Signature: Date:

Principal's Recommendations (in consultation with superintendent of education):

PART D – To be completed by the superintendent of education

Request Approved Request Denied

Rationale for Denial of Request:

Superintendent of Education Name: Superintendent of Education Signature: Date:

**Approval to Attend an Out-of-Attendance-Area Simcoe County District School Board
Secondary School Letter**

(Sent by principal of the receiving school to parent)

School Letterhead

(Date)

(Address)

Dear (Name of Parent(s)/Guardian(s))

Approval is given for (student's name) to attend (school requested) effective September (year).

Transportation to and from school is the responsibility of the out-of-attendance-area student and/or parent/guardian.

(Student's name) will be permitted to continue to attend as long as space is available. Students may be required to return to their home school, or transfer to another school if the capacity of the school attending has been reached and space is required for students residing within the attendance areas.

Please contact our Guidance Department to register and to determine if the courses you wish to select are available.

Please note, should the student demonstrate, through a pattern of behaviour or attendance, that they have not prospered by the instruction available to them at the requested out-of-attendance-area school, the approval to attend may be revoked by the superintendent of education and the student instructed to return to their home school.

Due to a policy regarding transfers, students may not be able to compete in interschool competition during the next year at the GBSSA level leading to OFSAA (provincial) championship competition in a sport in which they have represented another secondary school.

Best wishes for a successful year!

Sincerely

Principal

- c. Superintendent of education of receiving school
Principal of student's home school

**Approval to Attend an Out-of-Attendance-Area Simcoe County District School Board
Elementary School**

(Sent by principal of the receiving school to parent)

School Letterhead

(Date)

(Address)

Dear (Name of Parent(s)/Guardian(s))

Approval is given for (student's name) to attend (school requested) effective September (year).

Transportation to and from school is the responsibility of the out-of-attendance-area student and/or parent/guardian.

(Student's name) will be permitted to continue to attend as long as space is available. They may be required to return to their home school, or transfer to another school if the capacity of the school attending has been reached and space is required for students residing within the attendance areas.

Please note, should the student demonstrate, through a pattern of behaviour or attendance, that they have not prospered by the instruction available to them at the requested out-of-attendance-area school, the approval to attend may be revoked by the superintendent of education and the student instructed to return to their home school.

Best wishes for a successful year!

Sincerely

Principal

- c. Superintendent of education of receiving school
Principal of student's home school