

SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

Definitions

“Catchment area” means the geographical area established by the Board as the attendance area for a school or a school program. The Board of Education recognizes two types of catchment areas:

1. The catchment area for a regular program is a geographic attendance area identified by the Board.
2. The catchment area for a choice program or school, distance education, continuing education and district alternative programs is the entire school district.

“Catchment area child” means a person of school age residing in a catchment area of a school.

“Choice programs” are the district’s French Immersion, Aboriginal, Montessori and Traditional programs or any program approved in accordance with Policy 6172 (Establishment of Choice Programs and Schools). A choice program may be offered as the only option in a school (a “choice school”) or in a dual-track model in a school that also offers a regular program.

“Choice school” is a school that offers a choice program as its only option.

“Enrolment capacity” is the number of student spaces available within a school or program.

“Non-catchment area child” means a person of school age who resides in School District No. 57 but not in the catchment area of the school.

“Non-school district child” means a person of school age who is resident in B.C. but not resident in School District No. 57.

“Ordinarily resident” means a resident of the school district. For the purposes of this policy, a student’s residency is determined as of the date that the registration or transfer request is submitted to the district.

“Previous school year” means the school year previous to the school year for which the person is applying to enrol in an educational program.

“Projected enrolment” is the expected student enrolment at a school as approved annually by the Superintendent of Schools or designate.

“Regular program” is the regular curriculum offered by most district schools, without a unique or significant focus that makes it different from other schools.

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“School district child” means a catchment area child or a non-catchment area child-ordinarily resident in School District No. 57.

“Sibling” means the brother, sister, stepbrother or stepsister of, or a foster child living in the same home as, a child registered in a district school.

“Transfer capacity” is the enrolment capacity minus the projected enrolment, with allowance being made for students who move into the school’s catchment area.

Guidelines

1. General

- 1.1 The school district will make available an educational program to all persons of school age who are ordinarily resident in the district.
- 1.2 If there is sufficient space available, as determined by relevant legislation and district policy, students may transfer from one school to another in accordance with district processes and procedures.
- 1.3 The school district may assign and reassign students to specific schools.
- 1.4 Each school offering the regular program will have a designated catchment area.
- 1.5 The catchment area for choice programs and choice schools, distributed learning, continuing education and district alternative programs is the entire school district.
- 1.6 Every reasonable attempt will be made to accommodate students at the school serving the catchment area in which they reside.
- 1.7 If space is not available for student wishing to attend the regular program at the school serving the catchment area in which the student lives, the principal will find a space for the student in a neighbouring school. Transportation support may be provided, if required, in accordance with Policy 17 Student Transportation – Home and School.
- 1.8 Students may attend the regular program at a school other than their catchment area schools, as per the terms of this administrative procedure, if space is available. Students may attend any choice program or choice school in the school district, in accordance with the terms of District policy, if space is available.
- 1.9 The parents or guardians of a non-catchment area child or a child registered in a choice program shall assume full responsibility for the transportation of the child to and from school and any related extra supervision requirements, in accordance with Policy 17 Student Transportation, Home and School. The District shall incur no additional costs as a result of such registration or the approval of any transfer application.

- 1.10 Once a transfer is approved by the district and a student has transferred, the student becomes a student of that school and is entitled to attend it for the duration of their elementary or secondary program, unless that privilege is revoked. Parents wishing the return of their child to the previous school must apply for a transfer using the district's transfer process. However, once granted a transfer, a student may not transfer to any other school for at least one school year.
- 1.11 Catchment boundaries will be reviewed by the District as required.
- 1.12 Appeals of decisions made with regard to this policy may be governed by Bylaw No. 4.

2. Registration and Transfer Priorities

When there is insufficient space available in a school or program for all students who wish to attend that school or program, the following will be the order in which students are accepted:

2.1 Kindergarten

- 2.1.1 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.
- 2.1.2 If there are more siblings than can be accommodated, priority will be established based on a lottery.
- 2.1.3 If siblings can be accommodated and there are more new registrations who do not have siblings in the school than can be accommodated, priority will be established based on a lottery.

2.2 Choice Programs

2.2.1 Kindergarten

- a) A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- b) A school district child.
- c) A non-school district child.
- d) If there are more students in a priority category than can be accommodated in any program, priority will be established based on a lottery.

2.2.2 Grades 1-12

- a) A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- b) A school district child.
- c) A non-school district child.
- d) If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of registration.

2.3 Transfers

- 2.3.1 A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- 2.3.2 A school district child.
- 2.3.3 A non-school district child.
- 2.3.4 If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of application.

3. Elementary to Secondary Transition

- 3.1 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.
- 3.2 A student attending a regular program in an elementary school outside their catchment area, when moving from elementary to secondary school is entitled to attend either:
 - 3.2.1 The secondary school serving the catchment area in which the student resides, or
 - 3.2.2 The secondary school to which their current school is linked.

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3.3 A student in a choice program moving from elementary to secondary school is entitled to attend either:

3.3.1 The secondary school serving the catchment area in which the student resides, or

3.3.2 The secondary school to which their school or program is linked.

Procedures

1. General

1.1 Catchment area maps will be available to the public on the district's website at www.sd57.bc.ca.

1.2 For each school year, the Office of the Superintendent will establish dates defining the start and end of the Kindergarten registration process. Different dates may be set for different educational programs or schools.

1.3 Prior to the start of Kindergarten registration and the transfer process each year, parents/guardians will be made aware of this administrative procedure through school newsletters, the media and other forms of communication.

2. Registration

2.1 Kindergarten

2.1.1 Kindergarten registrations must be submitted using the electronic application on the school district's website www.sd57.bc.ca. Application information will be posted on the website prior to the commencement of the registration period. The information will also be available in paper format at any school in the district. For parents who do not have access to the Internet, registration may be done in person by submitting a paper registration form and requesting that school office staff enter the provided information into the online registration application.

a) A birth certificate, B.C. Care Card or B.C. Services Card and proof of residence must be provided to the school within one week after the end of the registration period

2.1.2 Kindergarten students who wish to attend a regular program are required to register at the school serving the catchment area in which they live. Proof of residence is required.

2.1.3 Kindergarten students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.

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- 2.1.4 At 4:00 p.m. one week following registration day, the principal of the school will determine if all of the students who have registered can be accommodated in the school. If more students have registered than can be accommodated, students will be accepted in the priority order established in Guideline 2.
- 2.1.5 If a lottery is required, the principal of the school and the chairperson of the school's parent advisory council, or designate, will at that time conduct it as follows:
 - a) The names of all students in the priority category will be placed in an envelope or other suitable receptacle. The names of multiple children of the same age from the same family will be recorded together on one piece of paper.
 - b) The names will be drawn one at a time and recorded on a list in the order drawn. This list will establish the order in which registrations are accepted.
 - c) If there is not sufficient space to accommodate multiple children of the same age from the same family, their parents will have the option of accepting spaces for individual children.
 - d) Those names on the list whose registrations are not accepted will become the wait list.
 - e) Parents will be informed regarding registration acceptance or wait list status as soon as possible following the draw and prior to the start of the school district's transfer process.

2.2 Grades 1-12

- 2.2.1 Students who wish to attend a regular program are required to register in the school serving the catchment area in which they live. Proof of residence is required. If there are more students than can be accommodated, then priority will be established based on the date and time of registration.
- 2.2.2 Students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.
- 2.2.3 Students wishing to register in a choice program may do so. Acceptance into a choice program will be dependent on two factors:
 - a) Program criteria.
 - b) Available space.

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- 2.2.4 If there are more students registered in a choice program than can be accommodated, students will be accepted in the priority order established in Guideline 2.

3. Mid-Year Registrations

- 3.1 Students who wish to register for a regular program outside of the designated registration period may register at either the school serving the catchment area in which they live or at a choice program or school.
 - 3.1.1 If no space is available in the catchment area school, the principal will find a space for the student in a neighbouring school.
- 3.2 Students who wish to register outside of the designated registration period at a school other than the school serving their catchment area must register at their catchment area school and request the principal's assistance in arranging a transfer (a principal-to-principal transfer).

4. Transfers

- 4.1 Annually, the total enrolment and/or program enrolment capacity within each school will be determined by the Superintendent of Schools or designate.
- 4.2 After the school's enrolment capacity has been determined, the transfer capacity will be set. Allowance will be made for students who move into the school's catchment area after the out-of-catchment area transfers are complete.
- 4.3 Students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.
- 4.4 All transfer applications must be submitted using the electronic application available through the school district's website at www.sd57.bc.ca. Application details will be available on the website and will be available in paper format from district schools.
- 4.5 Transfer applications may be made in person at any district school office by requesting that office staff enter the provided information onto the on-line application form.
- 4.6 Regardless of who enters the information or how the website is accessed, the electronic application assigns a date and time received to each application. It is the responsibility of applicants to retain their on-line application confirmation number as proof of application. Information entered on the on-line application form is subject to audit. The presence of inaccurate information invalidates the application.

- 4.7 Transfer requests will be reviewed at the conclusion of the transfer process and parents/ guardians will be notified as to the status of their request by March 30. Those not accommodated will be placed on a wait list in the category and date/time order submitted, for consideration in September when actual enrolments are known. Parents/guardians of students placed on a wait list for September will be contacted no later than the Monday following the start of school in September if space exists for their child's transfer. Applications entered into the district's on-line registry will be shared with both the catchment area school and the requested school.
- 4.8 If more than one transfer application for a student is present, the application with the most recent date and time shall be the active application, and previous applications will be considered as cancelled. Only one school may be requested on each active application.
- 4.9 If space is available in a school or a program, students whose transfer applications were received by the date established will be accepted in the priority order established in Guidelines 2.
- 4.10 Principals will inform all students transferring to a secondary school outside their catchment area, and their parents, of the effect that BC School Sports regulations may have on their eligibility to participate in provincial school sports events and of their right to appeal to BC School Sports regarding any decisions affecting their athletic eligibility.
- 4.11 Mid-Year Transfers
- 4.11.1 Students who wish to transfer to another school outside of the time set aside for the transfer process must request their principal's assistance in arranging a transfer (a principal-to-principal transfer).
- 4.12 School-Initiated Transfers
- 4.12.1 A principal, after consulting with and obtaining the agreement of the principal of another school, may transfer a student to another school, at any time in the school year, in consideration of the following:
- a) Medical reasons.
 - b) Compassionate grounds.
 - c) Disciplinary reasons.
 - d) The best interests of the student or other students in the school.
 - e) There is not space for new registrants at the school.

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- 4.12.2 Before transferring a student, the principal shall discuss the situation with the parents/guardians of the student.
- 4.12.3 Where necessary, the Office of the Superintendent may become involved in a school-initiated transfer and make the final decision on the transfer.