



## **REGULATIONS**

**SUBJECT: School Attendance Areas**

1. Students will normally be expected to attend the school in their established attendance area.
2. Each school will be provided with a map and a written description of their school boundaries, which will be updated as required with a current version posted on the school website.
3. Principals will maintain a list of all out-of-area students indicating the date that each student was enrolled.
4. Annually in January, the Superintendent of Human Resources, in consultation with principals, will conduct a system review to determine if any schools and/or programs need to be closed to transfers.
5. Elementary Principals will send a letter to all out-of-area students annually with February report cards advising them that they must reapply to attend the out-of-area school.
6. Application to attend a school in another attendance area or to remain at a school having moved out of that attendance area, must be made in writing annually to the principal of the requested school, with a copy to the principal of the current school.
7. Approval or denial will be given by the principal of the requested school, depending upon the availability of space, the organizational structure of the school, unique student needs and the limitations of class sizes. A student on suspension or expulsion from another school will not be allowed to register.
8. Principals will place out-of boundary junior kindergarten to grade 3 students on a waiting list with a decision to be made in September once the schools final enrolment numbers are identified.
9. In the event that space is no longer available in the out-of-area school, Principals will send a letter advising that the student must return to his/her home school for the following September.
10. It is understood that exceptions to these regulations will be necessary for special programs, i.e. French Immersion, Special Education.
11. Transportation will not normally be provided for a student living outside the school's defined attendance area.
12. Exceptions may occur when transportation can be provided by existing bus services without impacting on the cost of the bus service and/or ride time of the route or the management of the bus fleet operations. All exceptions that have been granted must be applied for annually and may be revoked by the Director of Education at any time.

13. Granting of an exception for transportation “outside the boundary” will be made by the members of Executive Council in consultation with the Manager of Transportation Services and the principal through the established courtesy seat process.
14. Secondary school students should be advised that a transfer to a school outside their defined attendance area may affect their athletic eligibility in accordance with Ontario Federation of Secondary School Athletics Regulations.

Implementation Date: May 25, 1999

Revised: October 23, 2001, January 17, 2006, June 8, 2010, February 8, 2011,  
February 14, 2012, January 17, 2017

Reference: LKDSB Policy, Education Act