

Administrative Procedure 305

SCHOOL ATTENDANCE AREAS

Background

Attendance and transportation service areas that direct students to a designated school assist schools to provide viable programs and create efficient transportation routes.

Procedures

1. The Superintendent will maintain current maps detailing specific transportation service areas established by Board resolution. The Director of Transportation Services and principals shall have current copies of such maps.
2. Parents/legal guardians requesting consideration for their son/daughter to enroll in a non-designated school shall make application in the following way:
 - 2.1 Present their request to the Principal of the school in the family's local attendance area. The request must include:
 - 2.1.1 The educational reason for such a move; and
 - 2.1.2 The name of the school where they wish to relocate their child.
3. The Principal of the school in the family's local attendance area will set up a meeting with the parents/legal guardians to discuss the request. *The Principal will complete Appendix 305-I, Section A.*
 - 3.1 During this meeting the Principal of the designated school will explain the following factors that are considered when assessing such requests:
 - 3.1.1 The ability of the designated school to meet the educational programming needs of the student/child;
 - 3.1.2 The availability of space at the non-designated school; and
 - 3.1.3 Transportation services.
 - 3.2 During this meeting the Principal of the designated school will discuss the educational programming needs of the student/child, the school's ability to meet the student/child's needs and any other concerns expressed by the parents.

- 3.3 The Principal of the designated school assesses the information and makes a decision. Within three school days the Principal will inform the parents/legal guardians of the decision.
 - If the Principal does not support the request, the request does not move forward.
 - If the parents/legal guardians wish to appeal this request, the appeal is sent to the Deputy Superintendent (or designate) at Central Office.
 - If the parents/legal guardians wish to appeal the decision of the Deputy Superintendent at Central Office they may follow the Northern Gateway Public Schools Appeal Procedures.
- 3.4 If the Principal of the designated school makes a determination that the educational rationale for the request is valid, the Principal will contact the Principal of the non-designated school to initiate a discussion regarding the request. *Section B of Appendix 305-I will be completed.*
4. If the principals determine the request may proceed, the Principal of the non-designated school will complete *Appendix 305-I, Section C* and then:
 - 4.1 Contact the parents/legal guardians;
 - 4.2 Discuss the school's ability to meet the educational programming needs of the student/child;
 - 4.3 Discuss availability of space; and
 - 4.4 Discuss transportation arrangements.
5. Requests for a resident student/child to attend a non-designated school will be reviewed annually in reference to section 3.1 of this policy.
6. Parents of a non-resident student/child wishing to enroll their student/child in a school in Northern Gateway Public Schools will apply to the Principal of the non-designated/requested school. *The Principal will complete Appendix 305-II.*
 - This request process will be completed each year.
7. Parents of a non-resident student/child or resident parents choosing to enroll their student/child in a Northern Gateway Public school outside of their assigned attendance area are required to drive their student/child to the nearest existing school division bus stop within the attendance area for that school of choice for pick up, provided there is space available on the bus. If space is not available parents must transport directly to the school.

8. Completed and signed copies of *Appendix 305-I* or *305-II* for each student/child are placed in their student record.
9. The record of approved transportation requests is maintained by the Transportation Services Department.

Reference: Education Act 4, 7, 11, 21, 32, 33, 197, 222	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: October 2023

References shall be updated as required and do not require additional approval.