



## **POLICY STATEMENT 346**

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**SUBJECT: ENROLMENT AT A SCHOOL**

AUTHORITY: Education Act, Section 11(1)      EFFECTIVE: Jan. 30, 2004

RESPONSIBILITY: Director of Schools or designate      REVISED: September 1, 2004  
September 18, 2007  
March 13, 2009  
May 15, 2012  
May 23, 2014  
February 24, 2020

REFERENCE:      PAGE: 1 of 2

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**Statement:**

The Superintendency recognizes that school boundaries, as amended from time to time, shall be used as the basic plan for deciding the school that a pupil may attend within Anglophone East School District. A student may be enrolled in one school in the district at one time. Parents and/or guardians may be given permission by the Superintendent or designate to place their child or children in a school other than the school normally assigned to their geographic area. This would mean that the child or children would be attending a school *out of bounds*.

346.1 Parents or guardians who wish to place their child in a school other than the school normally assigned to their geographic area shall apply to the Director of Schools. An application form is available on the web page, from the District Office, and at all schools. All applications must be sent directly to the school, to the attention of the Principal. When possible, applications will be processed and permission granted or denied by June 1 for the following school year. **This policy applies to all transfers to out of boundary schools during the school year. Application must be made in writing to the Director of Schools.**

346.2 Subject to the following conditions, the Director of Schools or designate may recommend permission be granted for a child to attend a school out of their geographic boundary:

- a) Parents/guardians assume the responsibility for the transportation of their child.
- b) A school that has reached its maximum functional capacity will be considered full and students will not be permitted to attend from outside the geographic boundary.
- c) No class shall function at maximum capacity as a result of out of bounds students.

- d) Students who have been given permission to attend a school outside the geographic boundary may be asked to leave at any time during the school year if a student moves into the area and causes a class to exceed a class size limit or causes a school to be over its maximum functional capacity.
- e) Should the situation as described in (d) occur, the student who must leave will be determined by the last student(s) registered at the school or in that class as an out of geographic boundary registration.
- f) Students who have been given permission to attend a school outside the geographic boundary must reapply for each school year. Permission is granted for one school year only and for one school only and this permission does not guarantee that the placement will be continued in the future.
- g) Due to (f), if a student must transfer schools due to a grade level or language program change (e.g. a student moves from middle school to high school), any placement granted under this policy will be disregarded and the student will be transferred to the school appropriate for the student's geographic area. A separate application may be made to transfer to a different school as per this policy.

A child who has a sibling in an out of boundary school will not be guaranteed registration in the same out of boundary school.

- 346.3 Requests to enrol students in a school out of their geographic boundary will require consultation. This may involve district staff as well as administrative staff from the schools involved in this registration.
- 346.4 The Director of Schools will bring forth recommendations for out of boundary registrations to the Superintendent for the following school year. This will be based on consultation with school administrators, predicted class sizes and school enrolments and any other educational conditions that may determine the success of this placement. The Director of Schools will notify, in writing, all parents and/or guardians of the outcome of their application for the following school year. School administrators will receive the names of students who have been accepted for registration under this policy.
- 346.5 The Superintendent may or may not place any child in a particular school for specific educational reasons.

**ANGLOPHONE EAST SCHOOL DISTRICT**  
**APPLICATION FOR ENROLMENT AT A SCHOOL OUT OF THE GEOGRAPHIC BOUNDARY**

1. Complete application
2. Forward to School Principal
3. School to Forward to Directors of Schools
4. District Office to Return to Parents and School

Policy 346 Appendix A  
Date\Time Received by School \_\_\_\_\_  
Date\Time Received by District \_\_\_\_\_

Request for the year: \_\_\_\_\_ Child will be in grade \_\_\_\_\_

Program:  English  French Immersion  Late French Immersion

**Please print clearly and use full address including apartment number if applies**

Student Name: \_\_\_\_\_  
D.O.B. (m/d/y): \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City\Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

School requesting to attend (out of Geographic bounds) : \_\_\_\_\_  
School that child should be attending (In Geographic bounds): \_\_\_\_\_  
Specific reasons for request: \_\_\_\_\_

I understand that final approval may only occur in September when schools know actual enrolments. Please note that out of boundary placement is contingent on three factors; the contractual class size limits are not being exceeded; the functional capacity of the school is not being exceeded and /or any other educational reason. I am aware that should class size or the maximum functional capacity of the school be reached, students registered to attend out of boundary schools may be asked to leave at any time during the school year. The decision as to what child must leave is based on

**"Last registered, first to be transferred out"**

**I also understand that transportation is the responsibility of the parents and that application must be renewed each school year.**

Parent/guardian's Name: \_\_\_\_\_

Print clearly

Signature

Date Signed \_\_\_\_\_

This application has been  approved;  not approved by out of-bound Principal for the \_\_\_\_\_ school year for the following reason(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_

**HIGH SCHOOL ONLY**

This application has been acknowledged by in-bound Principal for the \_\_\_\_\_ school year.

Principal's Signature \_\_\_\_\_

Director of Schools: \_\_\_\_\_

Signature

Date: \_\_\_\_\_