

POLICY STATEMENT 346



SUBJECT: ENROLMENT AT A SCHOOL

AUTHORITY: Education Act, Section 11(1)

RESPONSIBILITY: Director of Schools or designate

EFFECTIVE: January 30, 2004

REVISED: September 1, 2004
September 18, 2007
March 13, 2009
May 15, 2012
May 23, 2014
February 24, 2020
April 11, 2022

REFERENCE:

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Policy

The Superintendent 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. ASD-E recommends that students attend the school to which they are assigned within their geographic area. 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 assigned within their geographic area. Permission is subject to conditions. This would mean that the child or children would be attending a **school out of bounds**. This policy applies to all transfers to out of boundary schools during the school year.

Procedure

346.1 Parents and / or guardians who wish to request an alternate placement for their child in a school other than the school normally assigned to their geographic area shall apply to the Director of Schools. Application forms are available online on the Anglophone East website.

Applications will be sent directly to both the inbound and outbound request school – to the attention of the principal.

High School (Grades 9 – 12)

Semester request submissions for high school are due at the end of April and end of November. Decisions will be communicated to families by June 1 for Semester 1 and in December for Semester 2.

Kindergarten – Grade 8

Term request submissions for K-8 are due one week prior to the end of the reporting period. Term 1: September – November / Term 2: December – April / Term 3: April – June.

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:

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- a) Parents and / or 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 because of an out of bounds student.
- d) Students who have been given permission to attend a school outside of their geographic boundary may be asked to leave at any time during the school year. This request could be made based on a student moving into the area thereby causing a class to exceed a class size limit or causing a school to be over its maximum functional capacity. A request could also be made based on other educational conditions that may affect the success of student placement.
- e) Should a situation as described in (d) occur, the student who must leave will be determined by the last student 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 shall reapply each school year. Permission is granted for one school year only – September through June. 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 (i.e., A student moves from middle school to high school), previous outbound placement granted under this policy will be disregarded. The student will be transferred to the school appropriate to the student's geographic area. A separate application must be made to transfer to a different school as per this policy.
- h) By April of each school year, the outbound student family will reapply as per the policy.
- i) To avoid interruptions in learning, it is recommended that a student remain in their registered school until the end of a term or semester.
- j) A student with a sibling in an out of boundary school must also apply through this process.

346.3 Requests to enroll a student in a school that is outside of their geographic boundary requires consultation involving both district and school administrative staff.

346.4 The Director of Schools will decide based on consultation outlined in 346.3, predicted class sizes, school enrolments, and any other educational conditions that may affect the success of student placement. The Director of Schools or designate will notify, in writing, all parents and / or guardians of the outcome of their application. 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 student in a particular school for specific educational reasons.