

Regulation No. 1210-10
Date Approved: January 11, 2011
Date Amended: 28-Feb-2017

1210-10 Student Registration and Elementary Catchment

1.0 Definitions:

Pursuant to **Section 74.1 (1) of the School Act:**

- 1.1 “catchment area child”** means a person
- (i) of school age, and
 - (ii) resident in the catchment area of the school;
- 1.2 “non-catchment area child”** means a person
- (i) of school age,
 - (ii) resident in the school district, and
 - (iii) not resident in the catchment area of the school
- 1.3 “non-school district child”** means a person
- (i) of school age,
 - (ii) resident in British Columbia, and
 - (iii) not resident in the school district;
- 1.4 “previous school year”** means the school year previous to the school year for which the person is applying to enrol in an educational program;
- 1.5 “school district child”** means a catchment area child or a non-catchment area child;

The following definitions also apply in this regulation:

- 1.6 “residence”** means the student’s normal place of residence as of the date of the submission of the application to enrol the student;
- 1.7 “parent”** includes a guardian of the student appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent;
- 1.8 “district program”** means those programs established by the Board that have the entire school district as the catchment area (e.g. French Immersion). Upon leaving a district program to enter the regular program, the regular program catchment area will apply to the student for placement purposes; and

1.9 “**continuing student**” means a student in attendance at the school in the previous school year.

2.0 School Catchment Areas

2.1 Pursuant to **Section 75.1 of the School Act**, the Board has established school catchment areas for elementary students. The Board may amend the catchment area of an elementary school.

2.2 Maps of the school district defining the elementary catchment areas for each school will be maintained.

2.3 If catchment area boundaries are changed, students with only one or two years to complete in an elementary school will, if possible, be permitted to remain at that elementary school.

2.4 Guiding principles which serve as the foundation for the development and review of the school catchment boundaries include:

2.4.1 Balancing of the student population with the capacity of a given school; and

2.4.2 Ability for students to attend their catchment area school.

2.5 School catchment areas are essential to enable enrolment projections to be made. Budgetary provisions for each school are based on these projections, including the staffing which determines the student-teacher ratio. The Superintendent of Schools (or designate) is will recommend catchment area boundaries for schools to the Board, bearing in mind the guiding principles referred to in Section 2.4 above.

3.0 School Capacity

3.1 For purposes of **Section 74.1 of the School Act**, space and facilities are available in a school to enroll an applicant if there is capacity to provide the applicant with an educational program appropriate to the applicant’s needs, taking into account both physical and educational resources, after reasonable enrollment projections have been made to allow for accommodation of continuing students, district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area children.

3.2 The Superintendent of Schools (or designate), will determine whether space and facilities are available in individual schools and educational programs for purposes of **Section 74.1 of the School Act**, in accordance with Sections 3.1 and 3.3.

- 3.3** Decisions will be made in consultation with the principal of the school and will be based on program capacity, including consideration of the following:
- (i) The operating capacity of the school as defined by the Ministry of Education;
 - (ii) Staff assigned to a school by the district;
 - (iii) The physical space in which instructional programs operate in the school;
 - (iv) The ability of the school to provide appropriate educational programs for the applicant and other students; and
 - (v) The needs of other programs located in the school.
- 3.4** If space and facilities are inadequate to accommodate all continuing students, students will be re-enrolled in the following descending order of priority:
- (i) Catchment area student who, in the previous school year, attended the school at which the educational program is made available;
 - (ii) Catchment area student;
 - (iii) Non-catchment area student who attended the previous year;
 - (iv) Non-catchment area student ;
 - (v) Non-school district student.

4.0 Eligibility

4.1 Enrolment

Students who exercise their entitlement to enroll in an educational program will be enrolled in the priority order listed in Section 4.5 of this policy.

4.2 Suspended Students

Students suspended from attendance in another school or district, and/or students denied an instructional program pursuant to Section 85 (2) of the *School Act* may be denied enrolment by the Board.

Such applications will be referred to the Superintendent of Schools (or designate) for a decision on admission. Admissions may be made subject to terms and conditions. A student admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or the Superintendent of Schools (or designate).

4.3 Continuing Students

4.3.1 Catchment area students enrolled in a school or a program in the current school year will be deemed to be continuing students and will be enrolled in that program for the following school year subject to approval by the school principal.

4.3.2 Non-catchment area students are required to apply each year pursuant to section 5.1 below.

4.3.3 A student registering for Kindergarten, who resides within a school's catchment area, will be considered a continuing student in that school.

4.3.4 Elementary students completing Grade 5 in a district school are deemed to be continuing students in Prince Rupert Middle School for Grade 6.

4.3.5 Middle school students completing grade 8 at Prince Rupert Middle School are deemed to be continuing students in Charles Hays Secondary School for Grade 9.

4.4 Program Requirements

Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

4.5 Priority of Enrolment

Students will be enrolled in the following order of priority:

4.5.1 If the Superintendent of Schools (or designate) determines that space, facilities and instructional resources are available at the school in which the educational program is made available, then after continuing catchment area students are enrolled, a person whose application was received by the board by the date established is entitled to enroll in that educational program in the following descending order of priority set out in **Section 74.1 (6) of the School Act**:

- (i) A catchment area student who, in the previous school year, attended the school at which the educational program is made available;
- (ii) A catchment area student;
- (iii) Non-catchment area student who attended the previous year;
- (iv) A non-catchment area student;
- (v) A non-school district student.

4.5.2 If the Superintendent of Schools (or designate) determines that space, facilities and educational resources are available at the school in which the educational program is made available, a child in a lower order of priority referred to in Section 4.5.1 whose application was received by the Board by the date established under Section 5.1 of this regulation

is entitled to enroll in an educational program in priority to a child in a higher order of priority whose application was received by the board after the date established under Section 5.1 of this regulation.

- 4.5.3 If two or more persons have the same priority under this policy, the persons have, as between themselves, priority according to the date and time their respective applications to enroll were received by the Board (i.e. first come, first served).

5.0 Enrolment Application Process and Students' Calendar

- 5.1 Beginning on the first school day of February, in any given year, parents who wish their children to attend a school which is not linked with their catchment area will submit a completed application **Form 1210-10A** to the School Board Office. These completed application forms shall only be accepted by Board Office staff commencing on the first school day in February and, for the purpose of **Section 74.1 of the School Act**, applications need to be received no later than the last school day in March. Each application will be date and time stamped. All such applications will be dealt with on a first-come, first served basis at each of the priority levels as stated in Section 4.5.1.
- 5.2 The submission of such an application does not guarantee enrolment as space and facilities availability is of paramount importance. Where enrolment levels are critical or uncertain it may not be possible for decisions to be given prior to the opening of school in September as priority shall be given to catchment area students.
- 5.3 To ensure that this Regulation is known, all elementary schools shall notify parents of this Regulation by means of the school's regular newsletter.
- 5.4 Included in the conditions will be the following:
 - 5.4.1 Application forms will be available from schools, from the School Board Office and on the district website. Completed application forms shall only be submitted commencing on the first school day in February and, for the purpose of **Section 74.1 of the School Act**, applications need to be received no later than the last school day in March.
 - 5.4.2 Parents will be expected to familiarize themselves with the program and organization of the requested school.
 - 5.4.3 Parents may be expected to assume responsibility for making lunch arrangements for the student during the lunch break.

- 5.4.4 After urgent circumstances have been addressed, non-catchment area students who are continuing students will be considered before non-catchment area students who are not continuing students. For this purpose, a student registering for Kindergarten, who has an older sibling who is a continuing student, will be considered a continuing student. Priority of placement within each category will depend on the order in which applications are received. Limitations on transfers may vary with the grade level and school involved.
- 5.4.5 It should be noted that class size and composition limits, as set out in the collective agreement with the teachers' union, will be an important factor in the consideration of cross-boundary requests.
- 5.4.6 The availability of space/facilities is a joint responsibility between the school and the district which necessitates continuous communications as classes are being composed to ensure compliance to class size and composition limits as well as to attempt to create better working and learning conditions in the district's classrooms.
- 5.4.7 If necessary, to prevent schools from becoming overcrowded and to protect the rights of students in the regular catchment area of a school, approval may be rescinded.
- 5.4.8 Because the enrolment in the different schools is a matter of critical importance for reasons of staffing and accommodation, requests for transfer received by schools will be reviewed with the Superintendent of Schools (or designate) before approval is granted.
- 5.4.9 Kindergarten registration will commence the first school day of February in all district schools and will be subject to the provisions of this regulation.

6.0 Transportation

Parents/guardians are to assume full responsibility for the transportation of the student to and from school and any related extra supervision requirements.

7.0 Notice of Enrolment

Parents/guardians will be informed of the result of a cross-boundary request if the application is received by the applicable application deadline (Section 5.1 this regulation).

8.0 Waiting List

Those not accommodated through the initial application process will be placed on a wait list in the category and date/time order received, for consideration in September

when actual enrolments are known. Parents/guardians of students placed on a wait list for September will be contacted as soon as possible following the start of school in September if space exists for their child's transfer. Any applications received after the application deadline will also be placed on the wait list.

9.0 Transfer During the School Year

9.1 Students whose residence changes during the school year may either stay at their current school, or attend the school in their new catchment area if space and educational service permit.

9.2 Principals may transfer a student to another school, at any time in the school year, in consideration of the following:

- Medical reasons
- Compassionate grounds
- Disciplinary reasons
- The best interests of the student or other students in the school
- There is not space for the student at the school

Before transferring a student, the principals shall discuss the situation with the Director of Instruction and then with the parents of the student.

Where necessary, the Superintendent of Schools (or designate) may become involved in school-initiated transfers and make the final decision on the transfer.

10.0 Appeal

Appeal of a decision made under this policy will be directed to the Superintendent of Schools (or designate) for adjudication.

Further appeal may be initiated pursuant to **Bylaw #4** of School District No. 52 (Prince Rupert).

REFERENCES

[1210 - - Student Registration and Catchment Area \(Elementary\) Policy](#)

[1210-10A Form](#)