





**1. School Attendance Areas**

- 1.1 School attendance areas shall be established to ensure that each school within the Board's jurisdiction has a distinct and separate attendance area from any other school within the same panel.
- 1.2 In normal circumstances and following consultation with system partners, the attendance area for a new school will be presented to the Board for approval by March 31 for an elementary school opening in September and for a secondary school opening in the subsequent September.

**2. Definitions**

- 2.1 For the purpose of this administrative procedure:
  - 2.1.1 "Attendance area" means the area enclosed within a school's attendance boundary. A school accommodates the students who live within its attendance area. If a district or county program(s) is also located in the school then students registered in that program(s) may live outside the school's attendance area.
  - 2.1.2 "Holding school" means a school that accommodates students who live in a location (often a new residential development) outside of the attendance area of the school. The holding school accommodates these students in an interim placement, as designated by board motion. These students, while part of the school community, are not considered as living within the school's attendance area.
  - 2.1.3 "Holding area" means the area of residence (often a new residential development) of students who are accommodated at a holding school in an interim placement by board motion. The holding area is not designated as part of the school's permanent attendance area, but is attached to the attendance area on an interim basis.
  - 2.1.4 "Home school" means the school located within a given attendance area (including any attached holding area[s]). Students are expected to attend their home school, unless they are registered in a county or district program located outside the attendance area of their home school.
  - 2.1.5 "Out-of-attendance-area school" means a school located outside the attendance area (including any attached holding area[s]) of a given school.
  - 2.1.6 "Out-of-attendance-area student" means a student who attends an out-of-attendance-area school, other than a student enrolled in a district or county programs or a student in an interim placement due to capacity restrictions in the student's home school.
  - 2.1.7 "School capacity" means the number of spaces available for students within the school considering the Ministry Rated Capacity, washroom capacity, Reasonable Land Use Capacity (septic limits), and unique site restrictions. The Ministry Rated Capacity means the number of student places assigned by the Ministry of Education and does not include portables.



### **3. Review of School Attendance Area**

- 3.1 Staff conducts a system enrolment review in the fall of each year, including a review of existing school attendance areas. The following factors shall be considered during the review of attendance areas:
  - 3.1.1 present attendance areas;
  - 3.1.2 the most efficient use of accommodation;
  - 3.1.3 the need for transportation services;
  - 3.1.4 the concentration of population and projected growth/decline;
  - 3.1.5 the location and proximity of adjacent schools;
  - 3.1.6 maximizing school walk zones;
  - 3.1.7 maximizing school capacities;
  - 3.1.8 natural and constructed boundaries;
  - 3.1.9 site capacity with particular regard to adequate space for parking and for the location of portables;
  - 3.1.10 the placement of county and district classes;
  - 3.1.11 the need to accommodate students who live in a holding area;
  - 3.1.12 the need to accommodate students in interim placements due to overflow measures resulting from capacity restrictions;
  - 3.1.13 recommendations arising from a pupil accommodation review.
- 3.2 Further to the system enrolment review the superintendent of facility services will identify schools which will be proposed for attendance area changes to Administrative Council and the Board.
  - 3.2.1 Facility Services staff will continue to monitor attendance areas on an ongoing basis, and address issues as they arise throughout the year by identifying other schools for proposed attendance area changes.
  - 3.2.2 Facility Services staff and the superintendent of education shall confer with the respective principals and school councils regarding any proposed attendance area changes.
  - 3.2.3 The superintendent of education shall hold public meeting(s) to provide information and seek community input regarding proposed attendance area changes. These meeting(s) should be completed by the end of February.
- 3.3 In normal circumstances a report will be presented to the Board by March 31 of attendance area changes for the elementary panel for the following September and for the secondary panel for the subsequent September.
  - 3.3.1 Attendance area changes resulting from a pupil accommodation review may be presented to the Board after the March 31 deadline based on the timelines established for the review process.
  - 3.3.2 Changes in interim placements to accommodate students who live in holding areas or due to overflow measures resulting from capacity restrictions will be subject to the decision of the Board.

3.3.3 The superintendent of facility services, following consultation with the director of education, is authorized to make a minor change to an attendance area at the request of a family (or families) who live in a specific location and on the recommendation of staff. Such a change must be agreed to by all the families with students who live in the location and who would be affected at the time by the change. The superintendent of facility services shall inform the Board of the change of attendance area.

3.4 Students or parents guardians of students under 18 who are affected by approved attendance area changes will be notified in writing by the superintendent of education prior to May 31 for a change effective the following September.

#### **4. Right to School Attendance**

4.1 Principals are required to admit:

4.1.1 Qualified resident students who reside in the school's attendance area (including any attached holding area area[s]).

4.1.2 Students who have been placed by an Identification, Placement and Review Committee in a special education class located within the school.

4.1.3 Students in interim placements due to overflow measures resulting from capacity restrictions.

4.1.4 Students covered by the tuition agreement with the Chippewas of Rama and Beausoleil First Nations.

4.2 Principals shall refer other non-resident students wishing to attend their school to the superintendent of education.

#### **5. Requests to Attend an Out-of-Attendance-Area School and Conditions**

5.1 The student or parent guardian of a student under 18 must initiate a request to attend an out-of-area school through the principal.

5.2 The principal shall advise the parent guardian of the following:

5.2.1 The request will be considered taking enrolment trends into account, and that there must be sufficient space at the time of the request to accommodate the students within established class-loading policies.

5.2.2 The student must not currently be subject to or under an expulsion.

5.2.3 The admission will not result in more staff than would otherwise be allocated.

5.2.4 The responsibility for transporting the student to and from an out-of-attendance-area school rests entirely with the student or the parent guardian of a student under 18.



- 5.2.5 Students or parents guardians of students under 18 must complete and sign a *Request to Attend an Out-of-Attendance-Area School* form (FORM A7000-1), submit to the home school for completion and forwarding to the superintendent of education of the requested school.
- 5.2.6 Process letters (APPENDIX D or APPENDIX E) will be sent by the superintendent of education to acknowledge receipt of out-of-attendance-area requests. Decisions will be made at the end of June or at the end of the second week of September, following confirmation of each school's enrolment and staffing based on available space.

## **6. Approvals and Denials of Requests**

- 6.1 Approval by the superintendent of education shall be recorded on the *Request to Attend an Out-of-Attendance-Area School* form (FORM A7000-1) and sent to the receiving school principal.
- 6.2 The receiving school principal shall inform the parent/guardian or adult student of out-of-area approval by letter (APPENDIX A or APPENDIX B).
- 6.3 A school newsletter notice (APPENDIX C) shall be included once a year to remind out-of-attendance-area students that they are entitled to remain at the school as long as there is space.
- 6.4 Denial of the request by the superintendent of education shall be recorded on the *Request to Attend an Out-of-Attendance-Area School* form (FORM A7000-1) and a letter (APPENDIX F) outlining the reason sent from the superintendent's office to:
  - 6.4.1 the student or to the parent/guardian if the student is under 18;
  - 6.4.2 the principal of the home school;
  - 6.4.3 the principal of the requested school.

## **7. Special Situations**

### **7.1 Transferring Groups of Students to an Alternate School**

The director of education may recommend to the Board that groups of students within a school attendance area attend an alternate school with available accommodation when at least one of the following conditions exists at the home school:

- 7.1.1 all available classroom space is in use or will be in use within the school year;
- 7.1.2 additional enrolment would require additional portables;
- 7.1.3 additional enrolment would require additional staff;
- 7.1.4 additional portables are not desirable or not possible because of site limitations.



7.2 Denial of transfer requests because of staffing implications for the home school

The director of education, subject to Board approval, may require students who wish to attend out-of-attendance-area schools, to continue to attend their home school because the number of students requesting a transfer has the following effect on the home school:

- 7.2.1 At the elementary level, the requirement to provide staffing in the home school in excess of established class loading policies in order to maintain a class organization structure consistent with other elementary schools, for example, to avoid multi-graded classes in a small school.
- 7.2.2 At the secondary level, the requirement to provide staffing in the home school in excess of established class loading policies in order to maintain the number of mandatory and optional courses consistent with the range of courses available the previous year, for example, to avoid situations where reduced enrolment may jeopardize the continued existence of a course.

7.3 Denial of transfer requests because of staffing implications for the requested school

When the concentration of students and/or projected students exceeds or will exceed the capacity of the school, the director of education shall authorize the denial of all out-of-attendance-area requests.

7.4 Denial of transfer requests because the school is closed to out-of-attendance-area requests

- 7.4.1 The director of education may close a school to out-of-attendance area students where the accommodation and staffing capacities have been reached or are expected to be reached as in new schools.
- 7.4.2 Holding schools are closed to out-of-attendance-area students.
- 7.4.3 The list of schools closed to out-of-attendance-area students will be reviewed on an annual basis.

7.5 Despite any other provisions in this policy or any other policy of the Board, in unusual and extreme circumstances, the board may direct students within a school attendance area to attend an alternate school and forthwith advise of its decision and the reasons thereof.

**Approved**  
**Revised**

January 11, 1993

June 7, 2002; March 27, 2003; August 29, 2007; November 3, 2008,  
February 27, 2009; February 16, 2011

***Issued under the authority of the Director of Education***



**Sample Letter of Approval to Attend an Out-of-Attendance-Area Simcoe County District School Board Secondary School** (sent by principal of receiving school to parent)

School Letterhead

Date

Dear

Approval is given for (name of student) \_\_\_\_\_ to attend (name of school) \_\_\_\_\_ effective \_\_\_\_\_.

Since this is an out-of-attendance-area school, parents will be responsible for transportation in accordance with the Board's Attendance Area Policy which states that the responsibility for getting to and from an out-of-attendance-area school rests entirely with students and their parents.

Students will be permitted to continue to attend as long as space is available. Students may be required to return to their home school at the end of the school year or transfer to another school when space is required for students residing within the attendance areas.

Please contact our Guidance Department to register and to determine if the courses you wish to select are available.

Please note that due to a policy regarding transfers, students may not be able to compete in interschool competition during the next year at the GBSSA level leading to OFSAA (provincial) championship competition in a sport in which they have represented another secondary school.

Best wishes for a successful year!

Sincerely

Principal

cc: Superintendent of Education of receiving school  
Principal of student's home school  
Principal of student's receiving school



**Sample Letter of Approval to Attend an Out-of-Attendance-Area Simcoe County District School Board Elementary School** (sent by principal of receiving school)

School Letterhead

Date

Dear

Approval is given for (name of student) \_\_\_\_\_ to attend (name of school) \_\_\_\_\_ effective \_\_\_\_\_.

Since this is an out-of-attendance-area school, you will be responsible for transportation in accordance with the Board's Attendance Area Policy which states that the responsibility for getting to and from an out-of-attendance-area school rests entirely with students and their parents.

Students will be permitted to continue to attend as long as space is available. They may be required to return to their home school at the end of the school year or transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the attendance areas.

We wish your child a successful year!

Sincerely

Principal

cc: Superintendent of Education of receiving school  
Principal of student's home school  
Principal of student's receiving school



Principals are asked to include this notice in a newsletter every January.

**NOTICE TO STUDENTS AND LEGAL CUSTODIANS OF STUDENTS  
REGARDING OUT OF AREA REQUESTS**

Under the Simcoe County District School Board procedures (APM A7000), it is possible for students to apply for and receive permission to attend an out-of-attendance-area school.

**Students will be permitted to continue in attendance as long as space is available. They may be required to return to their home school or transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the attendance areas.**

Even with this permission, however, the responsibility for transportation to and from school is borne by the out-of-attendance-area student and/or parent/guardian.



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(Board Letterhead)

**(MARCH PROCESS LETTER)**

Date

Dear

Your request to have (name of student(s) \_\_\_\_\_ attend  
(school requested) \_\_\_\_\_ for September (year) has been  
received.

It is necessary for schools to ensure they can accommodate students residing within their own school attendance areas before they can accept out-of-attendance-area students. Transportation to and from school is the responsibility of the out-of-attendance-area student and/or parent/guardian.

Your child(ren) should be registered at their home school prior to submitting an out-of-attendance-area request. A copy of your request to attend an out-of-attendance-area school will be retained by the principal of your child (ren)'s home school and the principal of the school you have requested. The principal of the requested school will contact you, by the end of June, as to whether or not there is space for your child (ren) at the out-of-attendance-area school the following September.

Students will be permitted to continue in attendance as long as space is available. They may be required to return to their home school or transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the attendance areas.

We will do our best to accommodate your request but would suggest that you may need to reconsider your child's home school in the event space is not available in the requested school.

Sincerely

Superintendent's name  
Superintendent of Education  
(Area)

cc: Principal (Home School)  
Principal (Requested School)



(Board Letterhead)

**(SEPTEMBER PROCESS LETTER)**

Date

Dear

Your request to have (name of student(s) \_\_\_\_\_ attend  
(school requested) \_\_\_\_\_ September (year) has been received.

It is necessary for schools to ensure they can accommodate students residing within their own school attendance areas before they can accept out-of-attendance-area students. Transportation to and from school is the responsibility of the out-of-attendance-area student and/or parent/guardian.

In order to ensure in-attendance area students are accommodated, your out-of-attendance-area request will be reviewed in the second week of September when actual enrolment numbers are known.

Your child(ren) should be registered at their home school prior to submitting an out-of-attendance-area request. A copy of your request to attend an out-of-attendance-area school will be retained by the principal of your child(ren)'s home school and the principal of the school you have requested. The principal of the requested school will contact you, by the end of the second week in September, as to whether or not there is space for your child (ren) at the out-of-attendance-area school.

Students will be permitted to continue in attendance as long as space is available. They may be required to return to their home school or transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the attendance areas.

We will do our best to accommodate your request but would suggest that you may need to reconsider your child's home school in the event space is not available in the requested school.

Sincerely

Superintendent's name  
Superintendent of Education  
(Area)

cc: Principal (Home School)  
Principal (Requested School)



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(Board Letterhead)

**(DENIAL OF REQUEST LETTER)**

Date

Dear

I have received your out-of-attendance-area request for (name of student) to attend (school name).

I regret that your request cannot be approved at this time, as (reason for denial).

Should you wish to request accommodation for a future year, I would be pleased to consider it at that time.

Sincerely

(superintendent's name)  
Superintendent of Education  
(Area)

- c Principal of student's home school
- Principal of student's receiving school



The Simcoe County District School Board has a policy which allows students to attend out-of-attendance-area schools providing there is sufficient space within the established class loading policies and the admittance of out-of-attendance-area students does not result in more staff than otherwise would be allocated.

REQUESTED START DATE: \_\_\_\_\_ Month/Year

PART A

Date of Request: \_\_\_\_\_
Student: \_\_\_\_\_
Grade Level/Program (at request start date) \_\_\_\_\_
Home School: \_\_\_\_\_
Currently under Expulsion: Yes [ ] No [ ]

Date of Birth: \_\_\_\_\_
Credits to Date (Secondary): \_\_\_\_\_
Attach Credit Counselling Summary (Secondary)
Requested School: \_\_\_\_\_
Reason for Request: (Please attach letter with rationale for request)

PARENT/GUARDIAN INFORMATION

Name of Parent/Guardian (1): \_\_\_\_\_
Name of Parent/Guardian (2): \_\_\_\_\_
Home Telephone: \_\_\_\_\_

Address: \_\_\_\_\_
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_
Business Telephone: \_\_\_\_\_

Table with columns: Custody, Both Parents, Mother, Father, Joint, Other, Verified Source, Initial. Includes questions about legal documents and safety information.

\* In the case of joint custody, both parents' signatures are required.

PART B

Home School: \_\_\_\_\_
Principal's Signature: (indicating knowledge of request): \_\_\_\_\_
Date: \_\_\_\_\_

PART C

Requested School: \_\_\_\_\_
Principal's Signature (indicating receipt of request): \_\_\_\_\_
Date: \_\_\_\_\_
Principal's Recommendations: (In consultation with Superintendent of Education)

PART D

Request Approved [ ]

Request Denied [ ]

Rationale for Denial of Request: \_\_\_\_\_
Date: \_\_\_\_\_ Signature of Superintendent of Education: \_\_\_\_\_

Personal information collected on this form is collected under the authority of the Education Act, section 171. (1)7, Schools and Attendance Areas in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of accessing student eligibility to attend an out-of-attendance area school in accordance with Simcoe County District School Board Policy 2310 - School Attendance Areas.

Request Approved
Send approval letter to student or parent/guardian of student under 18 from Principal of Receiving School.
Copy to:
- Superintendent of Education of Requested School
- Principal of Home School

Request Not Approved
Send non-approval letter with rationale to student or parent/student under 18 from Superintendent of Education of Receiving School.
Copy to:
- Principal of Home School
- Principal of Requested School