

## STUDENT TRANSFER REQUESTS (CROSS BOUNDARY REGISTRATION)

### BACKGROUND:

The District recognizes that a school-age resident of British Columbia can enrol in an educational program in any District and may attend any school, providing there is space available and an appropriate program can be provided for the student at no extra cost to the District.

All students who are new to the District, and not enrolling in a Program of Choice, must enroll in their catchment area school prior to beginning the process of transferring to another school.

### PROCEDURES:

1. Available space shall be determined by the Superintendent or designate, in consultation with the principals of the schools involved.
2. In determining available space, the Superintendent or designate will consider the student enrolment capacity of a school. Student enrollment capacity is determined with consideration to the class size and composition limitations outlined in the School District No. 83 - North Okanagan-Shuswap Teachers' Association (NOSTA) Collective Agreement. If, for any reason, there are unused classrooms in a school, those classrooms shall not be considered in determining student enrollment capacity.
3. In determining available space, the Superintendent or designate shall also consider whether the school is able to provide an appropriate educational program while maintaining the terms of the School District No. 83 - NOSTA Collective Agreement.
4. Application for Transfer Requests
  - 4.1. Each year, students and parents/guardians will be given notice that they may, starting on March 1, request a transfer to another school for the upcoming school year. Such notice shall be publicized in school newsletters and on the District website.
  - 4.2. Transfer requests received between October 1 and May 31 *may* be considered and approved for the current school year.
    - 4.2.1. A parent/guardian requesting a transfer for their child must register their child in their catchment area school and complete the **Student Transfer Application**. Student Transfer Application Forms may be acquired at the catchment area school. The catchment area school will note on the registration form (for new students) that a transfer request has been made.

- 4.2.2. The principal of the catchment area school must also sign the Student Transfer Application Form. The principal of the child's catchment area school may request a meeting with the parent and/or child in order to discuss the requested transfer.
- 4.2.3. The parent/guardian may then submit the form to the requested school. Student Transfer Application Forms are to be dated when they are received by the requested school.
- 4.2.4. The principal of the catchment area school must contact the principal of the requested school to discuss the reason(s) for the transfer request.
- 4.3. Only transfer requests submitted in writing to the receiving principal and signed by students' parents/guardians and catchment area school principal shall be considered.
- 4.4. A deadline for transfer requests shall be established by the Superintendent or designate and publicized in school newsletters and on the District website. The deadline, unless otherwise determined by the Superintendent, will be May 31, and again on the Friday after Labour Day, to ensure that students who move into the catchment area during the summer will have priority at their catchment area school.
- 4.5. Decisions regarding transfer requests will be determined near the end of the first week of school. Students are expected to attend their catchment area school until a determination has been made. *In some circumstances, transfer requests may be approved before June 30 if both principals and the Superintendent or designate have confidence they can accept the student and still have room for additional catchment area students.*
5. A child's entitlement to enrol at any school or to transfer to another school shall be determined based, in descending order, on the following priorities:
  - 5.1. A catchment area student who attended the school in the previous year;
  - 5.2. A non-catchment area student who attended the school or program in the school in the previous year;
  - 5.3. A catchment area child who, in the previous school year, attended the non-catchment school at which the educational program is made available;
  - 5.4. A catchment area child;
  - 5.5. A non-catchment area child with a sibling in the school;
  - 5.6. A non-catchment area child;
  - 5.7. A non-District child.

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6. A child's catchment area is the area within which the child's ordinary residence is situated. Section 74.1 of the School Act uses the word "child." For the purposes of this administrative procedure, the words "student" and "child" are used interchangeably.
7. Special circumstances may warrant that a non-catchment area student transfer to a secondary school for one semester at the discretion of the receiving principal. Such a placement does not entitle the student to priority enrolment status at that school.
8. In choosing between transfer requests of students in the same priority group, the following criteria shall be taken into consideration; that is, whether a transfer request is due to:
  - 8.1. Education programs, not single courses;
  - 8.2. Medical needs, including social and emotional; and,
  - 8.3. Family groupings (i.e. siblings already in attendance at the requested school).
9. For schools on the semester system, any transfer request from a non-catchment area child received after commencement of the second semester shall typically be considered for the start of the next school year.
10. For elementary schools, any transfer request from a non-catchment area child received after March 1 shall typically be considered for the start of the next school year.
11. If a non-catchment area child requests transfer *after May 31*, the request shall be determined on the basis of the priorities and criteria outlined in sections 5 and 8, provided that there is available space.
12. At all times, the receiving principal may refuse a transfer request of a non-catchment area child if the receiving classroom is near enrolment capacity. A classroom is near enrolment capacity when, under the terms of the School District No. 83-NOSTA Collective Agreement, only three (3) additional spaces are available in the class. The purpose of this discretion is to reserve space for future enrolment of catchment area children. To this extent, the meaning of "available space" is different for catchment and non-catchment area children.
13. Whenever District programs exist that transcend school boundaries, the District boundary shall be considered the catchment area for those particular programs.
14. Transportation to and from any receiving school that is not in the child's catchment area shall be in accordance with *Board Policy 5040 – Transportation of Students*. There is no entitlement to public school bus service or transportation assistance for students enrolled in schools outside their catchment area or in Schools of Choice or programs of choice.

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15. Once a non-catchment area student is accepted into a school, that student may remain at that school, with the exception of transfers that fall under Section 7.
16. Determinations of transfer requests are not appealable under **Board Policy – Appeals Bylaw.**
17. In determining transfer requests under this administrative procedure, receiving principals exercise a delegated legislative function.
18. In the case of conflict between the provisions of this administrative procedure and the School Act, the latter shall prevail.

RELEVANT BOARD POLICY:

5040 – Transportation of Students

9080 – Student Admission, Attendance, and Withdrawal