

## POLICY 22

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# SCHOOL ATTENDANCE AREAS

## BACKGROUND

As per section 10(1) of the Education Act, the Board establishes school attendance areas and designates resident students of the Board to a particular school. School attendance areas manage space and resources across the division in order to provide quality learning opportunities for all students.

## GUIDELINES

1. Attendance areas are created and adjusted as deemed necessary by the Board in order to:
  - 1.1. Integrate new facilities;
  - 1.2. Make educational programs more viable;
  - 1.3. Make more efficient use and utilization of school facilities; and
  - 1.4. Address a school closure.
2. Attendance areas are identified in Administrative Procedure 305 – *School Attendance Areas*.
3. In establishing attendance areas, the following may be considered, but not limited to:
  - 3.1. Balance enrolments/utilizations
  - 3.2. Minimize disruption
  - 3.3. Keep communities together
  - 3.4. Maintain current programs
  - 3.5. Community input and impact
  - 3.6. Accommodating for the short-term, mid-term and long-term
  - 3.7. Student transitions
4. Attendance areas are approved by the Board.
5. Attendance areas are not the same as ward boundaries, transportation service boundaries and boundaries defined by municipalities or other government bodies.
6. Students are expected to attend their designated school.
7. The Board recognizes that parents, for educational reasons, may wish to register their child at a school outside of their attendance area.
8. The process to request enrollment at a non-designated school:
  - 8.1. Principals receiving registration requests from parents/guardians outside of the attendance area will immediately direct them to their designated school.
  - 8.2. Parents/guardians requesting their child attend a non-designated school, for educational reasons, must apply annually using Form 305-01 – *Designated School Exemption*

*Application.*

- 8.3. Exemption approval is only for one year and for the specific child.
  - 8.4. Form 305-01 will be submitted to the designated school principal.
  - 8.5. The principal of the designated school will determine whether the request is approved or denied and inform the parent/guardian and the Office of the Superintendent.
  - 8.6. The Office of the Superintendent will review all Form 305-01 submissions.
  - 8.7. Appeals will be submitted to the Office of the Superintendent.
  - 8.8. The office of the Superintendent will review appeals submitted through Form 305-01 with the designated school principal.
  - 8.9. The Office of the Superintendent will issue a written decision to the parents/guardians.
  - 8.10. The decision of the Office of the Superintendent may be appealed to the Board of Trustees.
9. The Office of the Superintendent may direct a student to attend a school other than the one designated, for:
- 9.1. Educational reasons: a strong rationale outlining why the designated school cannot provide the student with adequate educational opportunities is required.
  - 9.2. Social/emotional and/or psychological reasons: Medical documentation may be required. The Office of the Superintendent may request an independent medical assessment.
10. School Attendance Area maps can be viewed on the Division website.

Approved: May 21, 2025

Legal Reference: Section 4,7,10,11,21,32,33,42,52,53,59,197,222 Education Act  
AP 305 – School Attendance Areas