

<b>Cross Boundary and Non-Resident Student School Attendance</b>	
<b>Adopted:</b> July 30, 1991	<b>Last Reviewed/Revised:</b> November 17, 2020
<b>Next Scheduled Review:</b> 2023-2024	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-22 Admission to Schools Elementary and Secondary</a> <a href="#">VI-19 Admission to Schools, Elementary and Secondary</a> <a href="#">II-51 Optional French Programming (French Immersion and Extended French)</a> <a href="#">VI-53 Optional French Programming</a>	

## Purpose

To provide direction in the management of cross boundary school attendance requests.

## Application and Scope

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board.

## Definitions

- **Ministry Rated Capacity (MRC):** The capacity for that particular building that is determined by the Ministry of Education.
- **Function Related Capacity (FRC):** The capacity of a school facility as determined by the Board.
- **Under Capacity:** A school that has an enrolment that is below its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **At Capacity:** A school that has an enrolment that is at the threshold of its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **Over Capacity:** A school that has an enrolment that is above its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **Specialized programs** are programs where students leave their home school to attend programs not offered at their home school. These programs/classes may include, but not limited to: Special Education Placements, Specialized High Skills Major, IB (International Baccalaureate)/AP (Advanced Placement), French Immersion and Early French Immersion.

## Principles

- The Halton Catholic District School Board (HCDSB) recognizes its legislated right and its responsibility for the establishment of school boundaries for attendance purposes.
- The Board acknowledges that, periodically situations may arise whereby a parent/guardian/adult student supporter may request a change of school attendance for his/her child or for the adult student resulting in a crossing of established school boundaries without a change of residence.

## Requirements

- A parent(s)/guardian(s) of students or adult students requesting admission into a Catholic School outside their designated school attendance area but within the boundaries of the HCDSB must complete the HCDSB Cross Boundary Annual Application for School Attendance form. This form must be submitted to the Superintendent of Education for the Family of Schools (for new requests) or to the School Principal (for annual renewals).
- A parent(s)/guardian(s) of students or adult students requesting admission into a Catholic School, who are non-residents of the Halton Region, must complete the HCDSB Annual Application for Admission of Catholic Non-Resident Students form. This form must be submitted to the Superintendent of Education for the Family of Schools (for new requests) or to the School Principal (for annual renewals).
- Each request shall be judged on its own merits
- All requests for the following school year will be received no earlier than January of the preceding school year by the Superintendent of Education for the Family of Schools or School Principal.
- The Director of Education, after consultation with the Principal, the Superintendent of Education for the Family of Schools, and the Administrator of Planning Services, shall declare, as required, certain schools to be “at/over capacity”.
- Similarly, the Superintendent of Education for the Family of Schools, in consultation with the Principal, shall designate, as required, certain classes to be declared “at/over capacity”.
- School Superintendent may, subject to the conditions listed below, approve the request and forward a written response to the parent/guardian/adult student using the following criteria:
  - approval is subject to the receiving school having sufficient space;
  - placement of all students within a school is subject to the principal's organization of the school;

- transportation to and from the school is a parental/guardian or adult student responsibility.
- The notification date to parents/guardians/adult student on the status of their cross boundary application (accepted or denied) is at the discretion of the Superintendent of Education for the Family of Schools or School Principal and will vary from school to school depending on local enrolment trends. For instance, schools in declining enrolment areas may be in a position to notify parents much sooner than schools where enrolment is growing and increasing.
- Notification to parents/guardians/adult students regarding the acceptance or denial of the cross boundary/non-resident application will be by letter (samples attached). Permission to attend the receiving cross boundary school is subject to annual review using the criteria outlined under the Requirements in this policy

**Cross Boundary/Non-Resident Requests That May Be Approved by the School Principal:**

- Cross Boundary/Non-Resident Requests for students who currently attend the school, but are moving, or have moved, outside the school's prescribed boundaries during the current school year and wish to complete the balance of the academic year at the school.
- Cross Boundary/Non-Resident Annual Requests for renewals at the current school for the next academic year.
- Cross Boundary/Non-Resident Requests for students who will be moving to an address within the school's prescribed boundaries during that school year. The parent/guardian/adult student must provide documentation (i.e. purchase and/or lease agreement) to the principal.

**Cross Boundary/Non-Residents Requests Approved by the Superintendent of Education for the Family of Schools:**

- Cross boundary/Non-Resident requests that are new (i.e. students who wish to transfer to a school outside of their prescribed school boundaries).

**Specialized Programs:**

- A cross boundary request is not required for a student attending a specialized program which is not offered in their home school.
- A non-resident request form is required for a student who resides outside the Halton Region and who wishes to attend a specialized program within the HCDSB.
- A student in a specialized program who opts out of the program will be required to return to their home school.
- Under extenuating circumstances, some consideration may be given for the student to continue attending the school where the specialized program is located using the criteria under the requirements in this policy.
- A cross boundary form is required for approval by the school superintendent and in consultation with the Administrator of Planning Services.



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- Siblings of students attending specialized programs may be granted cross boundary status in the school where the specialized program is located using the criteria outlined under requirements in this policy.

APPROVED:                      Regular Meeting of the Board

AUTHORIZED BY:                      \_\_\_\_\_  
*Chair of the Board*