

Cross Boundary and Non-Resident Student School Attendance	
Adopted: July 30, 1991	Last Reviewed/Revised: January 16, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: I-22 Admission to Schools Elementary and Secondary VI-19 Admission to Schools, Elementary and Secondary II-51 Optional French Programming (French Immersion and Extended French) VI-53 Optional French Programming	

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 (HCDSB).

Definitions

- **Functional Building Capacity (FBC):** the capacity of a school facility as determined by HCDSB staff.
- **Under Capacity:** a school that has an enrolment that is below its Functional Building Capacity (FBC) and availability of resources.
- **At Capacity:** a school that has an enrolment that is at the threshold of its Functional Building Capacity (FBC) and availability of resources.
- **Over Capacity:** a school that has an enrolment that is above its Functional Building Capacity (FBC) and availability of resources.
- **School Boundary:** a delineated geographical area/boundary that represents the official attendance boundary for a particular school and/or program identifying where students are to receive their educational instruction, based on their home address.
- **Optional Programs:** are programs outside of the standard Regular Track education programming offered by HCDSB. These programs/classes may include, but not limited to:

Special Education Placements, Specialized High Skills Major, STEAM, IB (International Baccalaureate), AP (Advanced Placement), French Immersion, and Extended French.

Principles

- HCDSB recognizes its legislated right and its responsibility for the establishment of school boundaries for attendance purposes.
- HCDSB acknowledges that, periodically situations may arise whereby a parent/guardian/adult student supporter may request a change of school attendance for their 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 an HCDSB school outside their designated school boundary but within the boundaries of the HCDSB must complete the Cross Boundary/Non-Resident Students Annual Application for Student Attendance form. This form must be submitted to the Family of Schools Superintendent (for new requests) or to the School Principal (for annual renewals).
- A parent(s)/guardian(s) of students or adult students requesting admission into an HCDSB school, who resides outside of the Region of Halton, but within the Ontario, must complete the Cross Boundary/Non-Resident Students Annual Application for School Attendance form. This form must be submitted to the Family of Schools Superintendent (for new requests) or to the School Principal (for annual renewals).
- Each application shall be reviewed and a determination will be made as outlined below.
- All requests for the following school year will be received no earlier than January of the preceding school year by the Family of Schools Superintendent or School Principal.
- The Director of Education, after consultation with the Principal, the Family of Schools Superintendent, and the Senior Manager, Planning Services, shall declare, as required, schools to be “open or closed to cross boundary applications”.
- Similarly, the Family of Schools Superintendent, in consultation with the Principal, shall designate, as required, certain classes to be declared “at/over capacity”.
- The Family of Schools 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 Family of Schools Superintendent 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/guardians/adult student 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 documented proof of permanent address as per Procedure VI-19 Admission to Schools, Elementary and Secondary to the Principal.

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

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

Optional Programs:

- A cross boundary request is not required for a student attending an optional program which is not offered in their home school. For optional programs where there are established boundaries (e.g., municipalities with multiple French Immersion sites) a cross boundary request is required for a student to attend a program outside of their boundary. Cross Boundary requests require the approval of the Family of Schools Superintendent in consultation with the Senior Manager, Planning Services.
- A Cross Boundary/Non-Resident Students Annual Application for School Attendance form is required for a student who resides outside the Halton Region, but within Ontario, and who wishes to attend an optional program within the HCDSB.

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- A student in an optional 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 optional program is located using the criteria under the Requirements in this policy.
- Siblings of students attending optional programs may be granted Cross Boundary status in the school where the optional program is located using the criteria outlined under Requirements in this policy.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ON SCHOOL LETTERHEAD

Date

Parent/Guardian

Address

Dear Parent/Guardian:

This acknowledges receipt of your *Cross Boundary/Non-Resident Students Annual Application for School Attendance* request form.

This is to confirm that permission is granted for your child/ren **(Name/s)** to attend **(Name of School, City)** for the **20__ - 20__** school year.

Cross Boundary application approval is based on the following criteria:

- The receiving school having sufficient space;
- Placement of all students within a school is subject to the Principal's organization of the school; and
- Transportation to and from the school is a parental/guardian or adult student responsibility.

This cross boundary application is subject to **annual review** by the Principal using the criteria noted above and as outlined under the Requirements in Policy I04 Cross Boundary School Attendance.

Sincerely,

Family of Schools Superintendent

cc. Principal, Home School
 Principal, Requested School

ON SCHOOL LETTERHEAD

Date

Parent/Guardian

Address

Dear Parent/Guardian

Re: Cross Boundary/Non-Resident Students Annual Application for School Attendance

This acknowledges receipt of the *Cross Boundary/Non-Resident Students Annual Application for School Attendance* request form you completed for your child/ren **(Name/s)** to attend **(School Name, City)** for the **20__ - 20__** school year.

Approval to attend a school outside of the designated school boundary is contingent upon a number of factors:

- First among these, is that the receiving school must be defined as “under capacity”, as indicated in the Definitions section of Policy I04 Cross Boundary School Attendance. Schools that are over capacity are considered closed to new requests for cross boundary attendance. The capacity of schools is reviewed annually in accordance with HCDSB Policy I04;
- Approval is subject to the Principal’s organization of the school;
- Parents/guardians accept sole responsibility for the transportation of a student where approval is granted;
- Enrolment projections for the school over the next 3-5 or more years; and
- The current number of cross boundary students already attending the school.

After reviewing your application, I regret to inform you that I am unable to approve your cross boundary application for **(Name of School)** for the **20__ - 20__** school year due to the fact that the school is [considered at/over capacity, and closed to new cross boundaries, and/or state other reason(s) if applicable (i.e. class size)]

Respectfully,

Family of Schools Superintendent

cc. Principal, Home School
Principal, Requested School