



*"Inspire learners, Integrate sustainability,  
Involve community"*

## SCHOOL DISTRICT NO. 64

### PROCEDURE 530

#### Attendance Areas

Procedure: 530  
Date of Original: 2014 03 12, Resolution No. 21/14  
Date of Revision: 2018 03 14 (proposed)

1. Parents or guardians of children new to the district should register them at the school in their residential catchment area ("neighbourhood school").
2. Parents or guardians of children who will be five (5) years of age on or before December 31 of the current year should register them at the school in their residential catchment area during the month of February of that year.
3. The following documentation must be presented when registering a Kindergarten student, or any other student new to the district:
  - a. Verification of the child's birth date and citizenship status (birth certificate, passport or Landed Immigrant authorization)
  - b. Care Card
  - c. Immunization records
4. The Principal of the catchment area school will work with the Superintendent of Schools to place the student in the appropriate classroom setting.
5. Requests to cross boundaries:
  - a. are to be submitted annually to the Superintendent of Schools;
  - b. using the Cross Boundary Request Form available on the School District 64 website; and they
  - c. require the signatures of the Principals of both schools.
6. Permission to enroll at another neighbourhood school:
  - a. may be granted up to March 15 of any calendar year dependent upon the predicted availability of space and facilities in each school;
  - b. will not be granted for submission received after March 15 until the end of the first week of September when actual space and capacity of facilities has been determined.

7. Requests to enroll in particular schools or school programs (including Phoenix Elementary School and the late French Immersion Program at SIMS) will be handled according to the process outlined in section 6 above.
8. While transportation of cross boundary students is ultimately the responsibility of parents/guardians,
  - a. reasonable efforts will be made to make district transportation services available, consistent with Policy and Procedure 700 and 705; and
  - b. any decisions made in this regard may be appealed to the Superintendent.
9. Decisions regarding the crossing of residential catchment area boundaries by students residing on Galiano, Mayne, Pender and Saturna Islands may be impacted by the availability of seating on district water taxis. See Policy 700.
10. Each year, all transfer requests will be handled in the following priority order:
  - a. a catchment area child who did not attend the school in the previous year;
  - b. siblings of students from outside the catchment area who are currently attending the school;
  - c. a non-catchment area child;
  - d. a non-school district child.

**References:**

- School Act s. 75 (1)
- Policy and Procedures 700 and 705
- Cross Boundary Request Form