



## SCHOOL DISTRICT NO. 64

### PROCEDURE 525 Attendance Areas

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

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Section: Learning

Dates of Revisions: March 12, 2014, March 14, 2018

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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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 status
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. Students wishing to enrol in a flexible learning program (as per Policy 5700) should do so through their local school if living on an island other than Salt Spring Island; and through Phoenix Elementary School or Gulf Islands Secondary School otherwise.
6. Requests to cross boundaries:
  - a. are to be submitted annually to the Superintendent of Schools;
  - b. using the Cross Boundary Application Form (525-1) available on the School District 64 website; and they
  - c. require the signatures of the Principals of both schools.

7. Permission to enroll at another neighbourhood school:
  - a. may be granted for submissions received prior 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 submissions made after March 15th, until the end of the first week of September when actual space and capacity of facilities has been determined.
8. Requests to enroll in particular schools or school programs (including Phoenix Elementary and the late French Immersion Program at SIMS) will be handled according to the process outlined in section 7 above.
9. 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 410; and
  - b. any decisions made in this regard may be appealed consistent with provisions in Bylaw No. 3 and Policy and Procedure 133.
10. 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 410.
11. 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)

- School District No. 64 (Gulf Islands) Bylaw No. 3, “A Bylaw Governing the Right to Appeal Board Decisions Affecting Students”
- Policy and Procedures 133, 410, 5700
- Cross-boundary request Form 525-1