

ADMINISTRATIVE PROCEDURE 550 SECTION: BUSINESS ADMINISTRATION	
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Contact	Executive Council

## ATTENDANCE BOUNDARY AREAS AND CROSS-BOUNDARY TRANSFER APPLICATIONS

### BACKGROUND

The Renfrew County District School Board (District) has authority under the *Education Act* to determine attendance boundary areas for each school and assign students to particular schools based on their home address. The District recognizes that: schools play a significant role in the life of every student; students often develop life-long attachments to schools attended; and, the influence of a school affects the larger school community.

Attendance boundary areas for each school are established by the District to determine and maintain effective school enrolments adhering to all aspects of Ministry of Education guidelines including (but not limited to) class sizes, program continuity, appropriate allocation of staff, effective and efficient transportation, and reasonable walk zones for students.

In addition to the necessary planning and management requirements related to attendance boundary areas, the District recognizes the need to centrally review (approve or deny) applications for a cross-boundary transfer upon request.

### DEFINITIONS

**School attendance boundary area** is the school designated for the student’s home address.

**Program attendance boundary area** is the school (within the family of schools) designated by program(s) (pathway designed for specific educational learning/skills) offered for the student’s home address.

**Cross-boundary transfer application** is a request from a parent(s)/guardian(s) to have their child(ren) attend a school outside of the defined school attendance or program attendance boundary areas based on their home address.

**Family of schools** refers to all schools in a specified geographic area. Elementary schools are feeder schools to a designated secondary school in each geographic area.

## PROCEDURE

### 1. Attendance Boundary Areas

- 1.1. Students are expected to attend the elementary or secondary school in the attendance boundary area in which they reside, or a school to which they have been admitted based on program.
- 1.2. In determining attendance boundary areas, the District considers factors which include:
  - demographics;
  - natural geographic boundaries and walk zones;
  - efficiencies in bus transportation (time and distance travelled);
  - capacities of schools and sites;
  - location and proximity of adjacent schools; and
  - recommendations arising from a pupil accommodation review.
- 1.3. System-wide long-range planning will be used to predict accommodation needs and attendance boundary areas as well as provide adequate notice of boundary changes to parent(s)/guardian(s). Major adjustments to school attendance and program attendance boundary areas resulting from a pupil accommodation review will be implemented based on timelines established by the District.
- 1.4. In order to make the most efficient use of the District's facilities and resources, on the recommendation of Executive Council, minor adjustments to school attendance and program attendance boundary areas may be considered no later than January for implementation in September of the next school year.
- 1.5. Attendance and program boundary areas for new schools will be established by Executive Council.

### 2. Cross-Boundary Transfer Applications

- 2.1. Students are expected to attend the elementary or secondary school in the attendance boundary area in which they reside, or a school to which they have been admitted based on program. Parents/guardians may apply to have their child(ren) attend a school outside of the defined school attendance and/or program attendance boundary areas for reasons such as: program(s) offered outside the family of schools, sitter arrangements, family moves to another attendance boundary area during the current school year, and/or other extenuating circumstances (specific reasons to be provided in detail). Parents/guardians must complete the Cross-boundary Transfer Application and submit the application to the Superintendent of Business (Corporate Services).

2.2. Timelines and parameters for cross-boundary transfer applications are:

- Yearly renewal applications must be submitted by February 15 for the following school year.
- If a student is not currently attending a District school, the student must first register at the attendance boundary school in which they reside, and submit a cross-boundary transfer application.
- If a student is currently attending a District school, the student continues to attend their current school, and a cross-boundary transfer application must be submitted.

2.3. In reviewing a cross-boundary transfer application, the District considers factors which include:

- adhering to all aspects of Ministry of Education guidelines
- class sizes
- appropriate allocation of staff
- no additional facility costs and
- no additional transportation costs

Note: The District reserves the right to rescind a cross-boundary transfer at any point in time should circumstances warrant.

2.4. If a cross-boundary transfer application is approved, the parent(s)/guardian(s) provide transportation, unless transportation is already available on existing routes and:

- there is adequate space on the bus, and
- no route adjustments/additional bus stops/extensions are required, and
- the District incurs no additional cost,
- and the address from which you are requesting transportation is not in the walk area (defined in Renfrew County Joint Transportation Consortium Policy P.01.02, *Transportation Eligibility*).

2.5. The Superintendent of Business (Corporate Services) will communicate the decision related to the cross-boundary transfer application to the parent(s)/guardian(s) in writing.

2.6. An approved cross-boundary transfer application is for one year only; families must re-apply each year by February 15 for the following school year and the application will be subject to the same provisions as stated in 2.3.

2.7. If any of the conditions stated on the cross-boundary transfer application should change so that the cross-boundary transfer is no longer necessary, the student(s) can complete the school year at the current school, but will be required to register at the attendance boundary school the following school year.

- 2.8. The District may establish specific schools as closed to cross-boundary transfer applications due to enrolment capacity.
- 2.9. An appeal of a denied cross-boundary transfer application will be submitted in writing to the Superintendent of Business (Corporate Services) for redirection to Executive Council. After Executive Council’s review, the Superintendent of Business (Corporate Services) will communicate the decision of the appeal to the parent(s)/guardian(s) in writing.

**LEGAL REFERENCES**

*Education Act s. 171 (1), par. 7*

**RCDSB REFERENCES**

Form F550 Cross-boundary Transfer Application  
 Renfrew County Joint Transportation Consortium Policy P.01.02

**Procedure History**

Approved:	November 2004 (previously named Transportation Zones); March 2019
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Revised:	March 2019