

## Administrative Procedure 305

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### SCHOOL ATTENDANCE AREAS

#### Background

In order to assist in the efficient operation of the Division and the optimal utilization of school facilities, school attendance boundaries may be established. School attendance areas will also define transportation service areas.

#### Procedures

1. Where school attendance boundaries have been established, a student will normally be required to attend the school designated for that area.
2. Changes to school attendance boundaries will come into effect prior to September 30 in any given year.
3. If a change in location of residence occurs in the month of September, the child may transfer to the school within whose boundaries the new residence is located.
4. If a change in location of residence occurs after the month of September, the child may complete the school year without transfer, provided the following conditions are met:
  - 4.1 It is requested by the parent(s)/guardian(s).
  - 4.2 The approval of the Principal has been obtained.
  - 4.3 There are no inconveniences to school operation.
  - 4.4 There are no additional costs for transportation to the Division.
5. In individual cases where it appears to be in the interests of the student or the school or both, the Superintendent may approve a student's transfer to another school.
6. A Principal may admit a student designated to another school attendance area.
7. When a student is admitted into a school outside of his/her designated attendance area, the parents will be responsible for transportation at their own expense.

Reference: Section 4, 7, 11, 32, 33, 53, 59, 197, 222 Education Act