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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	IC
<b>Policy Title:</b>	School Attendance Areas
<b>Cross Reference:</b>	EEA, EEAB
<b>Legal Reference:</b>	Education Act S. 7, 9, 10, 59 School Transportation Regulation
<b>Adoption Date:</b>	April 23, 1997
<b>Re-affirmation or Amendment Date</b>	<b>June 2023</b>

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL ESTABLISH ATTENDANCE BOUNDARIES FOR ALL SCHOOLS IN ITS JURISDICTION AND ENCOURAGES ALL STUDENTS TO ATTEND THE SCHOOL WITHIN THEIR ATTENDANCE AREA. THE BOARD DOES HOWEVER RECOGNIZE AND RESPECT PARENT'S SCHOOL OF CHOICE RIGHT GRANTED BY THE EDUCATION ACT.

**DEFINITIONS**

**Designated School** – the school a board directs a resident student to attend based on the student's residence and the board's attendance areas.

**Early Learning Students** – Students younger than 6 years of age as of September 1 who are placed in an early learning program.

**Resident student** - means an individual who is entitled to have access to an education program under section 3 and who is a resident student as determined under section 4 of the Education Act. Note that early learning students, are not entitled to have access to an educational program. As such, enrollment is at the discretion of the division.

**GUIDELINES**

1. The Board shall establish K-12 attendance boundaries for all schools and reserves the right to adjust these boundaries from time to time to make more efficient use of facilities.
  - 1.1. Prior to a Board vote on the proposed changes to K-12 attendance boundaries, notice shall be provided to schools, parents and stakeholders in the affected area, either by letter or by publication in a newspaper serving the area, and shall offer a means of response to the proposal
  - 1.2. Changes proposed for the beginning of any school year shall be communicated to affected parents prior to the commencement of the school year.
2. Parents wishing to enroll their child(ren) in non-designated school shall make written application for registration to the principal of the school they wish their child to attend.

## **Policy IC - School Attendance Areas - Continued**

### **EARLY LEARNING ENROLLMENT**

3. Parents wishing to enroll their early learning child(ren) in school shall make written application for registration to the principal of the school they wish their child(ren) to attend by May 1 preceding the commencement of the next school year.
  - 3.1. Taber schools should submit early learning registration forms to the division early learning coordinator.
  - 3.2. Taber parents wishing to enroll their early learning children may submit registration forms directly to division office.
  - 3.3. Early learning registration forms for Taber programs received prior to May 1 will be processed by the division early learning coordinator in May and parents will be notified of their early learning program location by June 1.
  - 3.4. Late early learning registrations (forms received by the division early learning coordinator after May 1) will be processed by the division Early Learning Coordinator upon receipt and students will be placed in program locations with available space.
4. Early learning program children have no right of access to education under the Education Act.
  - 4.1. The decision to enroll an early learning student in a school requested by the parent shall be at the discretion of the principal in consultation with the early learning coordinator, except in Taber where it is at the discretion of the early learning coordinator in consultation with the principal as per this policy's regulations.
  - 4.2. Consideration for early learning student placement includes but is not limited to:
    - 4.2.1. exceptional learning needs of the student,
    - 4.2.2. capacity limits within programs,
    - 4.2.3. designated school for Kindergarten,
    - 4.2.4. registered school of siblings,
    - 4.2.5. morning or afternoon availability, and
    - 4.2.6. double programming needs.

### **K-12 ENROLLMENT**

5. Parents wishing to enroll their K-12 child(ren) in a school other than their designated school shall make written application for registration to the principal of the school they wish their child(ren) to attend by June 1 preceding the commencement of the next school year.
  - 5.1. A parent of a student enrolled in a school operated by a board shall not request that the student be enrolled in another school during a school year unless the board operating the other school consents.

## **Policy IC - School Attendance Areas - Continued**

- 5.2. The decision to accept a parent's request to register their child in a non-designated school may be deferred by the principal to ensure there is adequate space available for designated students who have priority over a non-designated student.
6. Parents wishing to enroll their K-12 children in a non-designated school are not guaranteed enrollment in the non-designated school.
  - 6.1. Principals receiving requests from parents wishing to enroll their K-12 children in a non-designated school after June 1 for the subsequent school year, or during the school year for the current year, may consider such requests but are not mandated to do so, and may defer the decision about whether to accept the registration to a future year.
  - 6.2. The decision to enroll a resident non-designated K-12 student in a school requested by the parent shall be at the discretion of the principal as per this policy's regulations.
    - 6.2.1. The board does not normally enhance staffing or resources due to a parents request to enroll their child in a non-designated school or the decision to accept enrollment of the non-designated students.
7. The Board shall provide transportation to a school as outlined in Policy EEA Student Transportation.

## **REGULATIONS**

1. Principals shall review attendance registration applications for students residing out of the school's attendance area using the following factors:
  - 1.1. sufficient resources to accommodate the child(ren);
  - 1.2. sufficient facilities to accommodate the child(ren) in the classroom/school
  - 1.3. the teaching, and support load of the staff;
  - 1.4. projected enrollment for the grade, class, and school;
  - 1.5. suitability of school programs and services;
  - 1.6. enrollment priority as per regulation 2; and
  - 1.7. whether there will be additional costs to the school and/or the division.
2. Enrollment priority shall be as follows:
  - 2.1. resident students living in the attendance area;
  - 2.2. resident students residing outside the attendance area who have severe disability or delays and who cannot be supported at their designated school;
  - 2.3. resident students residing outside the attendance area who have siblings in the school;

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- 2.4. All other resident students residing outside the attendance area
- 2.5. non-resident students.
3. Any changes or adjustments to attendance boundaries shall be made only after consideration of the following criteria:
  - 3.1. the current and projected student population within a five-kilometer distance on either side of the attendance or transportation service area boundary;
  - 3.2. the impact on enrollment on the school or schools affected by the boundary change;
  - 3.3. the efficacy of providing transportation services to the affected area;
  - 3.4. the impact in both time and distance on any bus routes in the affected area;
  - 3.5. communication from parents and students within the affected area; and
  - 3.6. the superintendent's recommendation.