



Adopted: 1999-05-25	Reviewed: n/a	Amended: 2004-04-27 2010-08-24 2021-12-24
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## **POLICY**

SUBJECT: **SCHOOL CATCHMENT AREAS AND SCHOOL CHOICE**

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Pursuant to [Section 75.1 of the School Act](#), the Board of Education has established a catchment area for each school in the district.

Catchment areas are determined after due consideration of all relevant factors, including the space available in the schools, the accessibility of the schools to the students, and the safety of the students in going to and from school. The Board may periodically amend the catchment area of a school if the need is warranted.

The *School Act* provides that students can attend the school of their choice if the Board determines that space and facilities are available. Space and facilities are deemed to be available if there is expected, based on reasonable enrolment projects, to be capacity to provide the student with an educational program appropriate to his or her needs, taking into account physical and educational resources. The Board delegates the decision on whether space and facilities is available in schools and in educational programs to the Superintendent of Schools (or designate), in accordance with the Regulations. Where all applicants cannot be accommodated in their educational program in their school of choice, applications will be approved in accordance with the priorities mandated by the *School Act*, with priorities for siblings and for continuing non-catchment area students as permitted by the *School Act*.

Because of the distances between schools in the Fraser-Cascade School District, the Board, in accordance with its regulations, endeavours to ensure that students who move into a catchment area during the school year can be accommodated; recognizing that placement in a different school can be a hardship.

Application to attend a school other than the student's catchment area school is made to the principal of the receiving school. Parents will be responsible for transportation to and from school if a transfer to a non-catchment school is approved.



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## REGULATIONS

References: *School Act* sections 74.1 and 75.1 (see attached)

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### Section A: Definitions\*

Pursuant to Section 74.1 of the *School Act* and this policy:

"**catchment area student**" means a person

- (a) of school age, and
- (b) resident in the catchment area of the school;

"**Feeder schools**" and their related "**receiving schools**" are described by the Board's catchment areas, where the class from the highest grade offered by the feeder school would be automatically enrolled the next year in a designated receiving school unless an application for transfer/enrolment elsewhere is accepted in accordance with this policy.

"**non-catchment area student**" means a person

- (a) of school age,
- (b) resident in the school district, and
- (c) not resident in the catchment area of the school;

"**non-school district student**" means a person

- (a) of school age,
- (b) resident in British Columbia, and
- (c) not resident in the school district;

"**previous school year**" means the school year previous to the school year for which the person is applying to enrol in an educational program;

"**school district student**" means a catchment area student or a non-catchment area student.

"**parent**" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.

"**continuing student**" means a student in attendance at the school or a designated feeder school during the previous school year who was not transferred or withdrawn from that school during the year.

### **Section B: Determination of Space and Facilities**

1. For purposes of granting applications to enrol or transfer, and to determine priorities for enrolment, space and facilities are available in a school to enrol a student or applicant if based on reasonable enrolment projections, there is expected capacity of both physical space and instructional resources to provide the student or applicant with an educational program. Enrolment projections shall allow for accommodation of continuing students in any district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area students.
2. The Board of Education delegates to the Superintendent of Schools (or designate), the decisions whether space and facilities are available in individual schools and educational programs for purposes of enrolling students in educational programs or schools.
3. Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
  - (a) the operating capacity of the school as defined by the Ministry of Education
  - (b) staff assigned to a school by the district
  - (c) the physical space in which instructional programs operate in the school
  - (d) the ability of the school to provide appropriate educational programs for the applicant and other students
  - (e) legal requirements for class size and composition
  - (f) organization of classes within the school; and
  - (g) the needs of other programs located in the school.
4. Decisions on whether space and facilities are available may be reviewed and re-evaluated from time to time.

### **Section C: Enrolment and Transfer Process**

#### *Enrolment of Continuing Students*

1. No application for enrolment or transfer is required from a school district student who attended the school or its designated feeder school in the prior year and was not withdrawn or transferred from that school. Such students are automatically enrolled in the school unless a transfer application is approved. In the event that space or facilities are not available to accommodate these students, their enrolment is subject to priorities established under this policy.
2. Non-school district students must submit an application to enrol each year.

#### *Application Dates and Process*

3. Except for those students covered by the enrolment procedure for continuing students, applications to transfer or to enrol for an educational program at a school commencing in September must be received at the desired school as follows:
  - (a) Catchment area students who did not attend the school in the previous year may apply for enrolment in the school from January 1 in the previous school year to the start of classes. If space and facilities are available, a catchment area student who did not attend the school in

the previous year and who completes a transfer/enrolment application (see Appendix A); between January 1 and no later than April 30 will be enrolled in that school for the next school year.

- (b) A catchment area student who is applying after April 30 and up to the start of classes, to enroll in the school for the next school year must complete a transfer/enrolment application (Appendix A) and will be placed on a wait list in order of receipt of application.
  - (c) Non-school district and non-catchment area students may apply up to the start of classes in September. A non-catchment area student or non-school district student who applies to attend a particular school for the next school year must complete a transfer application no earlier than January 1 (see Appendix A) and will be placed on a wait list in order of receipt of application. Separate wait lists will be maintained for non-catchment and non-school district applicants. A non-catchment or non-school district student who applies no later than April 30 in the previous school year will have priority over a catchment area student who applies after the start of classes.
4. Assignment of non-catchment students and non-school district students to a new school will only be approved prior to the start of classes in September where the Superintendent (or designate) is satisfied that adequate allowance has been made for students who may move into the catchment area over the summer.
  5. At the conclusion of the first week of school, students on the waiting lists will be assigned to the school requested based on the priorities outlined in this policy and then in order of receipt of application.
  6. Transfers and assignments of non-catchment students and non-school district students will be considered until class size reaches one below the “maximum class size” described in the *School Act*.
  7. An application for transfer or enrolment may be denied if this would require reconfiguration of the designated school.
  8. If a student’s residence, as defined in the policy, changes from one catchment area to another after the commencement of school, the student has the option of continuing to attend the original school or attend the school that services the new catchment area provided that space and facilities are available.
  9. The Board will endeavour to place new catchment area students who arrive during the school year, subject to the class size and composition requirements of the *School Act*.

#### **Section D: Enrolment Priorities and Rules**

1. Where space and facilities are not sufficient at a school to accommodate all who seek to enrol there, space in educational programs shall be allocated in accordance with priorities and rules in the order set out in this section.

##### ***Priority A: Continuing Catchment Area Students***

- a) Catchment area students who attended a designated feeder school in the previous year have the same priority as other continuing catchment area students.

**Priority B: Catchment Area Students**

- a) Catchment area students who, in the previous year, were placed by the district in a different school because of insufficient space or facilities at the catchment area school.
- b) Siblings of catchment area students who attended the school in the previous school year and will be attending in the year for which application is made.
- c) Other new catchment area students.

**Priority C: Non-Catchment Area Students**

- a) Non-catchment area students who attended the school in the previous school year.
- b) Siblings of non-catchment area students who attended the school in the previous school year and will be attending in the year for which application is made.
- c) Other non-catchment area students.

**Priority D: Non-School District Area Students**

*Residence*

2. For purposes of this policy, a student's residence is considered to be that of his/her parents or legal guardian. Place of residence is determined as of the date of the application to enrol or transfer.

**Section E: Catchment Areas**

**1. Agassiz Elementary-Secondary School**

- All Grade 7-12 students living within the District of Kent and the Village of Harrison Hot Springs and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

**2. Agassiz Centre for Education**

- All Grade 8-12 alternate students residing within the District of Kent and the Village of Harrison Hot Springs and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

**3. Boston Bar Elementary-Secondary School**

- All Kindergarten to Grade 12 students living in the Boston Bar and North Bend areas.

**4. Coquihalla Elementary School**

- All Kindergarten to Grade 6 students living within the old Town of Hope, east to Sumallo Lodge, Kawkawa Lake and Othello Tunnels, west to Ruby Creek and North to the west end of China Bar Tunnel.

**5. Two Rivers Education Center (TREC)**

- All Grade 8 - 12 alternate students residing within the Hope Secondary School catchment area.

**6. Harrison Hot Springs Elementary School**

- All Kindergarten to Grade 6 students in the Harrison Hot Springs and District of Kent area north of McCallum Road.

**7. Hope Secondary School**

- All Grade 7-12 students bounded by the area west of the China Bar tunnel, west to Ruby Creek on Highway #7, west to Popkum on Highway #1, east to Allison Pass on Highway #3 and east to the location of the former toll booth on Highway #5.

**8. Kent Elementary School**

- All Kindergarten to Grade 6 students south of McCallum Road living within the District of Kent and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

**9. Silver Creek Elementary School**

- All Kindergarten to Grade 7 students residing between the boundaries of the junction of the old Hope Princeton Highway and Highway #1 west to Popkum on Highway #1.

**Section E: Designated Feeder Schools**

*Feeder Schools*

Coquihalla

Silver Creek

Kent Elementary

Harrison Hot Springs Elementary

*Receiving Schools*

Hope Secondary

Hope Secondary

Agassiz Elementary-Secondary

Agassiz Elementary-Secondary

**Appendix A  
Policy #7000**

**CROSS-BOUNDARY APPLICATION  
(for students resident in School District No. 78)**

This form is to be completed by those parents who wish to register their children in a school, which does not service the normal attendance area where they reside.

In order that requests for transfer, to be effective in September and be given full consideration, applications will only be accepted between January 1 and April 30.

Before this application is presented for consideration, it must be completed and signed by the parent. It is then to be presented to the principal of the intended school.

**TO BE COMPLETED AND SIGNED BY THE PARENT:**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Grade next September: \_\_\_\_\_ Current School: \_\_\_\_\_

School which serves your neighbourhood: \_\_\_\_\_

School in which attendance is desired: \_\_\_\_\_

Have you applied for another school in the district? \_\_\_\_\_

If yes, list school by priority 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for Request to Transfer: \_\_\_\_\_

\_\_\_\_\_

Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

I fully understand that final approval for this request may not be granted until the conclusion of the first week of school and that the Board will not assume responsibility for transportation.

Copy to be provided for the principal of the school the student presently attends or would normally attend.