

Administrative Procedure 305

STUDENT REGISTRATION AND CATCHMENT AREA BOUNDARIES

Background

The District shall designate school catchment areas in the District to align population distribution, grade configurations, and school locations to meet program needs of students and make the best possible use of facilities, staff and transportation. Students will normally attend their catchment area schools except where there are space limitations or when students have successfully applied to attend a school in another catchment area. Students may also enrol in French Immersion which has no catchment area or in the District's alternate or online learning schools.

Definitions

Catchment area child means a person

- of school age, and,
- resident in the catchment area of the school.

District child means a catchment area child or a non-catchment area child resident in the District.

Non-catchment area child means a person

- of school age
- resident in the District
- not resident in the catchment area of the school.

Previous school year means the school year before the school year for which the person is applying to enroll in an educational program.

Procedures

1. Registration for school enrolment (for students new to District or wishing to transfer to a school within the District):
 - 1.1. School registration occurs online through the *MyED BC registration process. We do not accept paper applications.
 - 1.2. New Grade 8 to 12 students should register for Brooks Secondary School. Current school district students in Grade 7 students do not need to register at Brooks for Grade 8.

- 1.3. Grades K to 7 students need to register for the school within their catchment area. Prior to March 31st, students can also add their desired school of choice in MyED which will be considered, subject to available space. Families will be notified at some point before May 31st regarding their confirmed school.
2. If the Principal determines that space is available at the school and the application was received by March 31st, they will be entitled to enrol in the following descending order of priority by time and date of application:
 - A catchment area child who, in the previous school year, attended the school.
 - A catchment area child.
 - A non-catchment area child with sibling(s) currently in school.
 - A non-catchment area child.
3. Non-catchment area children are not eligible for transportation or transportation assistance.
4. Students registering for enrolment in an elementary school that is not in their catchment area after March 31 will be placed on a wait list and considered, subject to space available, after those who registered for a non-catchment school prior to March 31st.
5. If space is not available in the student's desired school, the student will be eligible to enrol in a District school where space is available. Parents also have the option of having their child/children remain on a wait list for their school of choice in these instances.
6. Registration for Kindergarten French Immersion at James Thomson Elementary occurs at the same time as all English streams. However, priority will be given to those who register before the end of February. If registration limits are reached, we will initiate a lottery process in March.
7. PIE registration is ongoing throughout the year with no school catchment.

*Partners in Education (PIE) enrolment is not done through MyED BC. There is a separate online form that can be found on the PIE website.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 *School Act*

Child, Family and Community Service Act

Divorce Act

Family Relations Act

Immigration and Refugee Protection Act

Infants Act

Visiting Forces Act

School Regulation 265/89

Ministry of Education Policy Document: International Students

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