



PROCEDURE

SO121

Request to Attend a School Outside the Home School Area

Board Received: June 20, 2016

Review Date: September 2020

Accountability:

1. Frequency of Reports – As Needed
2. Criteria for Success – The opportunity to apply to attend school outside home school area available to all students
– Process followed in fair and equitable manner.

Procedures:

We believe that all students should attend their home school.

Elementary School Students

1. Requests to attend a school outside the home school area must be made on the appropriate “Request to Attend a School Outside the Home School Area” form (Appendices A & B), by the parent or guardian to the Principal of the receiving school. Requests can be submitted each year beginning on January 1.
2. The request must clearly state the rationale to register outside of the “Home School Area”.
3. The decision to approve requests for attendance outside the home school area is based solely on enrolment at the requested school.
4. All approvals are for the designated school year only. Requests will be reviewed annually by the Principal.
5. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

Secondary School Students

1. Each request to attend a school outside the home school area will be determined by the Principal based on the school’s ability to accommodate program needs, class size restrictions, special program requirements, and other related factors.
2. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

Additional Considerations

1. All requests will be dealt with in the order in which they are received.

2. Transportation for students attending an out-of-area school is the responsibility of the parent/guardian. Courtesy transportation for students attending an out-of-area school may be provided by the Board, based on current transportation policy, FT6.
3. Approved out-of-area courtesy school transportation may be discontinued at any time that the seating is required by a “right to ride” pupil.



REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME SCHOOL AREA **Junior Kindergarten / Senior Kindergarten / Grades 1 - 3**

Please Print ClearlyPlease check one: ☐ JK ☐ SK ☐ Gr.1 ☐ Gr.2 ☐ Gr.3 Student OEN: _____Student's Name: _____
Last FirstParent's Name: _____
Last FirstStudent's Date of Birth: _____
Year / Month / Day

Street Address: _____

City: _____ Postal Code: _____ Phone: () _____

Home Area School: _____ Requested School: _____ School Year Requested: _____

Reason for Request: _____

This form must be delivered to the requested school and then sent by the school to the appropriate office (see below)

Brantford Elementary Family of Schools
Liana Thompson
Supt. of Education
349 Erie Avenue
Brantford, ON N3T 5V3

Brant County/Norfolk Elementary
Family of Schools
Wayne Baker
Supt. of Education
349 Erie Avenue
Brantford, ON N3T 5V3

Haldimand Elementary Family of
Schools
Linda De Vos
Supt. of Education
349 Erie Avenue
Brantford, ON N3T 5V3

- ➔ If your child is not already registered at the requested school, please ensure that you have registered your child at the home area school. **Completion of this form does not guarantee placement at the requested out-of-area school.**
- ➔ Please make all necessary arrangements (eg. daycare) in the event that the out-of-area request cannot be approved.
- ➔ All complete applications will be dealt with in the order that they are received.
- ➔ Requests are **approved if accommodation is available at the requested school.**
- ➔ **The approval is for the school year requested. Requests will be reviewed annually.**
- ➔ Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.
- ➔ Decisions will be made as soon as possible, however, decision for some requests may not be made until mid-September-(when the staffing process is completed).

I Understand and Agree with the terms set out in this application form. I have received a copy of this form.

Parent's Signature: _____ Date: _____

HOME SCHOOL *Acknowledgment of Request*

Home School Principal: _____

Date: _____

RECEIVING SCHOOL

Accommodation is approved: ☐ Yes

Decision is being deferred until: _____

Receiving School Principal: _____

Date: _____

Schools – Please Note: The requested school must make copies of this form for its own file, the home school and the parent.



REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME SCHOOL AREA

Grades 4 - 8

Please Print ClearlyPlease check one: ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Student OEN: _____

Student's Name: _____
Last FirstParent's Name: _____
Last FirstStudent's Date of Birth: _____ Street Address: _____
Day/Month/Year

City: _____ Postal Code: _____ Phone: () _____

Home Area School: _____ Requested School: _____ School Year Requested: _____

Reason for Request: _____

- ➔ If your child is not already registered at the requested school, please ensure that you have registered your child at the home area school. **Completion of this form does not guarantee placement at the requested out-of-area school.**
- ➔ All complete applications will be dealt with in the order that they are received.
- ➔ Requests are **approved if accommodation is available at the requested school.**
- ➔ **The approval is for the school year requested. Requests will be reviewed annually.**
- ➔ Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.
- ➔ Decision for some requests may not be made until mid-September-(when the staffing process is completed).

I understand and agree with the terms set out in this application form. I have received a copy of this form.

Parent/Guardian's Signature: _____ Date: _____

HOME SCHOOL***Acknowledgment of Request***

Home School Principal: _____

Date: _____

RECEIVING SCHOOL***Accommodation is approved:*** ☐ Yes

Decision is being deferred until: _____

Receiving School Principal: _____

Date: _____

Schools – please note: The requested school must make copies of this form for its own file, the home school and the parent.



SO121 Requests to Attend a School Outside the Home School

Elementary Manual

SO121 Requests to Attend a School Outside the Home School
Elementary Manual

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Appendix B

1. Previously Approved Out of Area Students

As of September 2016, all students who have been previously approved for out of area attendance will be approved to attend the receiving out of area school until Grade 8 graduation. This provision does not include siblings who have not received approval prior to June 2016.

For students who meet the criteria outlined as above, the Principal will count the student as part of school organization numbers when submitting enrolment during the staffing process.

2. New Out of Area Applications

2.1 Siblings of Previously Approved Out of Area Students

Best efforts will be made to allow younger siblings of current out of boundary children to attend the same school as the older sibling(s).

- a. Parents must complete fill out a "Request to Attend a School Outside the Home School Area" form Appendix A or B.
- b. The Principal can begin accepting requests on January 1st.
- c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.
- d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent.
- e. In consultation with the FOS Superintendent, the Principal will make a determination by mid-September regarding the request.
- f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.

2.2 JK-Grade 3 Requests:

- a. Parents must complete fill out a "Request to Attend a School Outside the Home School Area" form Appendix A.
- b. The Principal can begin accepting requests on January 1st.
- c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.
- d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent.

- e. In consultation with the FOS Superintendent, the Principal will make a determination by mid-September.
- f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.

2.3 Grades 4-8 Student Requests:

- a. Parents must complete a "Request to Attend a School Outside the Home School Area" form (Appendix B).
- b. The Principal can begin accepting requests on January 1st.
- c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.
- d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent.
- e. In consultation with the FOS Superintendent, the Principal will make a determination by mid-September.
- f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.