



## **ADMINISTRATIVE PROCEDURE – AP428-1**

### **Exceptions to School Attendance Areas**

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Area: Operations  
Policy Reference: Exceptions to School Attendance Areas (PO428)

Approved: March 26, 2007  
Revised:

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#### **1. Purpose**

The purpose of this administrative procedure is to support the implementation of the Exceptions to School Attendance Areas Policy (PO428).

#### **2. Definitions**

**School Attendance Areas** – the geographic area within the designated boundaries for a specific school.

**Home School** – the school designated for students residing within a specific school attendance area.

**Receiving School** – the school requested by the parents/guardians that is outside the school attendance area designated for their child(ren).

#### **3. Procedures**

3.1 The parents/guardians shall make applications for an exception to a school attendance area using the Application for Exceptions to School Attendance Area form (Form 3101).

- a) First requests to exceptions to school attendance areas shall be made to the home school principal. Annual renewals will be facilitated by the receiving school. Parents/guardians renewal request are also made using the Application for Exceptions to School Attendance Area form (Form 3101).

- 3.2 The home school principal must approve or deny the request first.
- a) Where approval is given by the home school principal, he/she shall forward the approved form to the receiving school principal for consideration.
  - b) Where approval is not given by the home school principal, he/she shall so indicate and return the application form to the parents/guardians.
- 3.3 The receiving school principal, having received the approved form, shall approve or deny the request.
- a) Where the receiving school principal approves the request, a copy of the form shall be forwarded to the home school principal, and the parents/guardians.
  - b) Where the receiving school principal denies the request, a copy of the completed form shall be forwarded to the parents/guardians, and the home school principal.
- 3.4 Parents/guardians may at any time appeal a decision where approval is not granted. Such appeal shall be made to the Superintendents of both the home and receiving school.
- a) The Superintendent receiving an appeal to an exception to a school attendance area shall review the request and the reason for denying the request and make a determination.
  - b) The home school Superintendent shall inform in writing using the form prescribed by this administrative procedure. The decision tendered shall be final.
- 3.5 Requests for transportation for students residing outside of the school attendance area must be consistent with the Board's Transportation policy.
- 3.6 If an employee has questions or concerns arising from the implementation of this administrative procedure, they should be addressed with their immediate supervisor.

## **4. Sources**

- 4.1 Education Act, R.S.O. 1990, c. E.2

## **5. Appendices**

Nil

## **6. Related Policies and Administrative Procedures**

- 6.1 Exceptions to School Attendance Areas Policy (PO428)

## **7. Related Forms**

- 7.1 Application for Exception to School Attendance Areas (Form 3101)
- 7.2 Exceptions to School Attendance Areas – Appeal of Decision by Superintendent (Form 3110).



DURHAM CATHOLIC DISTRICT SCHOOL BOARD

Application for Exception to School Attendance Areas (one application per student)

Form with fields: PARENT / GUARDIAN, GRADE, STUDENT NAME, PHONE NO., HOME ADDRESS, POSTAL CODE, CITY / TOWN, HOME SCHOOL, REQUESTED SCHOOL, EFFECTIVE DATE, and checkboxes for FIRST REQUEST and RENEWAL.

I, parent/guardian of the student indicated above, hereby make application for an exception to the school attendance areas.

In making this application, I understand that;

- transportation is subject to the Board Student Transportation Policy and Administrative Procedure, and except for the circumstances permitted by policy, will not be provided.
• approval, where granted, is subject to annual review and the availability of accommodations and staff in the requested school each year.

REASONS FOR REQUEST: (Note: Reasons involving personal and/or sensitive matters should be discussed in confidence with the Principal and stated here as "Personal Reasons" only.)

Four horizontal lines for writing reasons for request.

Address & Phone No. of Student Child Care, if applicable: (applies to Elementary students and Special Needs students)

Two horizontal lines for writing address and phone number.

Form with fields: SIGNATURE OF PARENT / GUARDIAN and DATE.

Principals shall complete the approval process as per Exceptions to School Attendance Areas Policy (PO147) and Exceptions to School Attendance Areas Administrative Procedure (AP216). The Board's Student Transportation Policy and Administrative Procedure are available on the Board's web site (www.dcdsb.ca) for your information and review.

## *Application for Exception to School Attendance Areas*

### **Home School Principal**

***I have reviewed this application and:***

1. ***Approve the request and will forward this form to the receiving school principal.***
  
2. ***Deny the request and am returning this form to the parents/guardians.***

***This student is currently receiving transportation:***    Yes     No

***Principal of Home School:***

***Date:***

### **Receiving School Principal**

***I have reviewed this application and:***

1. ***Approve the request and will forward this form to the parents/guardians indicating that approval has been granted.***
  
2. ***Deny the request and am returning this form to the parents/guardians.***

### **To be completed by the Receiving School Principal**

***Transportation Provided***

***Transportation Not Provided***

***Please note that transportation, where applicable, is subject to the Board's Student Transportation Policy and Administrative Procedure.***

***Principal of Receiving School:***

***Date:***

***Parents may appeal, in writing, denials of their request at any point in the process to both the Superintendent of the home and receiving school.***

***All approvals are subject to annual renewal. Parents/Guardians are responsible for initiating the renewal process at the home school.***

Distribution:    (1) Parents/Guardians    (2) Principal of Home School    (3) Principal of Receiving School    (4) DSTS



## Exceptions to School Attendance Areas Appeal of Decision by Superintendent

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### 1. Appeal Decision

Your appeal to a denial for exception to school attendance area has been reviewed. You are advised of the following decision:

Approval Granted

Approval Not Granted

Approval is subject to the terms of the Exception to School Attendance Areas Policy (PO428) and the Exception to School Attendance Areas Administrative Procedure (AP428-1).

### 2. Transportation

Please note that transportation, where applicable, is subject to the Board's Student Transportation Policy and Administrative Procedure.

Transportation Provided

Transportation Not Provided

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Signature of Superintendent

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Date

Distribution:  Parents/Guardians  Principal of Home School  Principal of Receiving School  DSTS