



ADMINISTRATIVE PROCEDURE – AP428-1

Exceptions to School Attendance Areas

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

Approved: March 26, 2007
Revised: June 8, 2020

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).