



**POLICY NO. 5000**

**SCHOOL ATTENDANCE AREAS**

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**POLICY**

The Board of Education has the legal duty, after considering the recommendations of the Superintendent of Schools, to assign students to various schools in the School District, and power to divide the District into areas for the purpose of assigning students to schools.

Students normally shall attend the schools designated by the Board for their particular attendance area. For purposes of school attendance, a student's residence shall be considered to be that of his/her parents or legal guardian.

Parents may request permission for their children to attend schools outside their normal attendance area. When such permission is obtained, parents will be expected to assume responsibility for transportation, or any additional costs incurred by cross-boundary transfer.

This Policy reflects School Act, Section 75.1.

Legal Reference: School Act, Section 75(4)

Adopted: Apr. 11, 2000

Amended: Oct. 14, 2003, Feb. 12, 2013, Sept. 8, 2015; June 13, 2017



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#### REGULATIONS:

1. If the District determines that space and facilities are available at a school in which an educational program meeting the needs of the pupil is made available, and a parent wishes their child to begin attendance at that school for the following school year, a person whose written application has been received by the District no earlier than January 1 is entitled to enroll in that educational program in the following order of priority:
  - a) a catchment area child who, in the previous school year, attended the school at which the educational program is made available;
  - b) a catchment area child;
  - c) a non-catchment area child;
  - d) a non-school district child.
2. Preliminary decisions will be made as to student registrations at each school after April 30. Written applications received for the following school year after that date will be considered subject to the availability of space and facilities at the receiving school.
3. If 2 or more persons have the same priority under this section, priority will be assigned according to the date and time their respective applications to enroll were received by the District. If a child has a sibling in the school, that child will take priority.
4. For purposes of this section, a person's residency is determined as of the date the application to enroll the person is submitted to the District.
5. Student assignment to a school based on 1(b) to 1(d) will occur as space permits. Transfers will not be approved prior to the start of classes when class size is within two students of the maximum class size. This space is to allow for students who may move into the attendance area over the summer.
6. Students who have requested a transfer but have been denied their request will be placed on a waiting list.
7. At the conclusion of the first week of school, if they still wish to transfer, students on the waiting list defined in Regulation 6 will be assigned to the school requested based on the priorities outlined in Regulation 1 and then in order of receipt of application. Transfers will be considered until class size reaches one below the maximum class size. This is to allow space for students who may move into the attendance area during the course of the year.
8. A request for transfer may be denied if the transfer would result in reconfiguration of the designated school; excluding programs not offered by their designated school.
9. If a student's residence, as defined in the policy, changes from one attendance area to another after the commencement of school, the student has the option of continuing to attend the original school or attend the school which services the new attendance area provided that space is available.

10. Requests to attend a school outside of the attendance area or those received from outside of the school district shall be made in writing using the Cross Boundary Transfer Request form to the District Office in that Zone no earlier than January 1. The Cross Boundary Transfer Request form requires the signature of the Principal of the attendance area school.
11. The District will notify parents of students applying for cross boundary transfers of their assignment by May 31 if possible.
12. If a student's request is turned down by the District staff the student may request a committee of Trustees from that Zone to consider the matter.
13. When permission is given for any student to attend a school outside of the designated attendance area, parents will be expected to assume responsibility for transportation, and any additional costs incurred as a result of a cross-boundary transfer. The District may permit a student to be transported on a regular school bus route provided space is available.
14. In exceptional circumstances the Board may assign a pupil to any school in the District.
15. The following catchment areas have been established by the Board.

(a) Attendance Areas: **Windermere Zone**

- Area 1: South of Harrogate including Brisco, Edgewater, Spillimacheen to the northern edge of the Shuswap Reserve at Stoddart Creek, including the Radium area, Dry Gulch and Westside Road (north of Forester Creek Road).
- Kindergarten through Grade 7 within this area will attend EDGEWATER ELEMENTARY SCHOOL.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.
- Area 2: From the southern boundary of Area 1 at Stoddart Creek including Green Acres, to the Crossroads, including Juniper Heights, Upper Lakeview Road and Westside Road (south of Forester Creek Road). This includes the communities of Invermere, Athalmer, Wilmer and Panorama.
- Primary students will attend EILEEN MADSON PRIMARY SCHOOL in Invermere.
  - Students in Grades 4 - 7 will attend J. ALFRED LAIRD ELEMENTARY SCHOOL in Invermere.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.
- Area 3: From south of Timberview Drive and Hwy 93/95 to Columbia Ridge Estates, including Windermere and Fairmont Hot Springs.
- Students in Kindergarten - Grade 7 will attend WINDERMERE ELEMENTARY SCHOOL in Windermere.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.
- Area 4: From south of Columbia Ridge Estates to 'Island Lake Pond':
- Students in Kindergarten - Grade 7 will attend MARTIN MORIGEAU ELEMENTARY SCHOOL in Canal Flats.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.

(b) Attendance Areas: **Golden Zone**

- Area 1: Donald south to Champagne Road. Yoho Park Gates west to Golden:
- Kindergarten through Grade 3, English and French Immersion students will attend ALEXANDER PARK PRIMARY SCHOOL.
  - All English and French Immersion students in Grades 4 - 7 will attend LADY GREY INTERMEDIATE SCHOOL.
- Area 2: Harrogate to Champagne Road:
- Students in Kindergarten - Grade 7 will attend NICHOLSON ELEMENTARY SCHOOL.
- Area 3: Township of Field:
- Students in Kindergarten - Grade 3 will attend ALEXANDER PARK ELEMENTARY SCHOOL.
  - Students in Grades 4 - 7 will attend LADY GREY INTERMEDIATE.
- All Secondary:
- All English and French Immersion students in Grades 8 - 12 will attend GOLDEN SECONDARY SCHOOL.

(c) Attendance Area: **Kimberley**

- (i) MacKenzie Street South
- Students Kindergarten to Grade 3 are assigned to MARYSVILLE ELEMENTARY SCHOOL
- (ii) MacKenzie Street North
- Students Kindergarten to Grade 3 are assigned to LINDSAY PARK ELEMENTARY SCHOOL
- (iii) All students in Grades 4-7 will attend McKIM MIDDLE SCHOOL.
- (iv) All students in Grades 8-12 will attend SELKIRK SECONDARY SCHOOL.

# CROSS BOUNDARY TRANSFER REQUEST

Student's Name: \_\_\_\_\_ Attendance Area: \_\_\_\_\_

Parents/Guardians Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Student's Age: \_\_\_\_\_

I wish my child to attend Grade \_\_\_\_\_ at the \_\_\_\_\_ School for the \_\_\_\_\_ school year.

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Principal  
**Attendance Area School**  
(indicates awareness of request)

<b>For Board Office Use:</b>	
Date received: _____	School assigned: _____
Time: _____	Date: _____
By: _____	Approved by: _____
Subject to Regulation 6, Policy 5000	