



Administrative Procedures Memorandum

#: APA003

Secondary School Boundaries/Secondary Out-of-Boundary Admissions/ Secondary Out-of-Region Admissions/Secondary Enrolment Capping

DATE OF ISSUE: January 24, 2002
Revised: August 31, 2004; December 2010

MEMO TO: Principals; Vice-principals; Planning and Priorities

FROM: Director of Education

PURPOSE

The purpose of this Administrative Procedure memorandum is to set out policy and procedures for student admission to a Waterloo Catholic District School Board secondary school.

REFERENCES

1. *The Education Act, Section 171 (1) "Powers of Boards", Sections 32 – 49 "Admission of Pupils".*
2. *Board Policy III 004, #3 Delegation to the CEO.*
3. *APA001 Admission of Students, Capping of Schools for Enrolment Purposes and Fees in Lieu of Taxes/Funding.*
4. *Board Report, "Kitchener-Waterloo Secondary School Boundaries, Effective 2002".*
5. *Property Tax Assessment and School Admissions Manual.*

FORMS

- Form APA003-01 Application for Out-of-Boundary/Region

APPENDICES

- n/a

COMMENTS AND GUIDELINES

A) Definitions

In this administrative policy memorandum, the following definitions are used:

- i. **Home or Boundary School:** Refers to the school that is located in the same area as the student's parent or legal guardian's residential address.

- ii. **Out of Region Student:** Refers to a student who does not live within the Region of Waterloo. The student is a student of another school board e.g.: either a Catholic or secular District School Board student from outside of the Region.
- iii. **Non-resident Student:** Under the funding model, non-resident students are VISA students (visitors to Canada), out of province students, or aboriginal Canadians (education paid for by the Federal Government).
- iv. **Open Access Student:** Students who under provincial legislation have a right to attend a public or Catholic district school board secondary school irrespective of their religious affiliation.
- v. **Out of Boundary School:** Refers to a school that is located in a different boundary area than the student's parent or legal guardian's residential address.
- vi. **Application:** Refers to the annual out of boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren).
- vii. **Enrolment Capping:** Refers to the setting of a maximum number of student admissions for a secondary school according to its capacity to accommodate student needs and services within the board's approved annual budget.

B) Secondary School Boundaries

The following chart lists the Catholic elementary associate schools for each of the respective Catholic secondary schools. In most cases, students residing within the Catholic elementary school boundary qualifies the student for attendance at the associate secondary schools. Please note: A student's qualification for registration at a particular Catholic secondary school is based on the address of the parent's/legal guardian's principal residence not the elementary school to which s/he attended.

ST. DAVID FAMILY	RESURRECTION FAMILY	ST. MARY'S FAMILY
Sir Edgar Bauer	Holy Family	Blessed Kateri
St. Agnes	Holy Rosary	Blessed Sacrament
St. Boniface (MH)	Monsignor Gleason/St. John	Canadian Martyrs
St. Clement	Our Lady of Lourdes	John Sweeney
St. Luke	St. Agatha	Monsignor Haller
St. Matthew	St. Dominic Savio	Our Lady of Grace
St. Theresa (E)	St. Mark	Pope John Paul II
St. Teresa (K)	St. Nicholas	St. Anne
	St. Paul	St. Aloysius
		St. Bernadette
		St. Daniel
		St. Timothy
MSGR DOYLE FAMILY		ST. BENEDICT FAMILY
Holy Spirit		Christ the King
St. Ambrose		Mother Teresa
St. Anne		Our Lady of Fatima
St. Augustine		St. Elizabeth
St. Brigid		St. Joseph

St. Francis		St. Margaret
St. Gregory		St. Michael
St. Vincent		St. Peter

C) Secondary Out-of-Boundary Admissions

Under normal circumstances a student shall attend the Catholic secondary school that is in the same boundary as his/her parent’s or legal guardian’s principal residential address. This is the student’s home or boundary school.

Students requesting permission to attend a Catholic secondary school out-of-boundary must submit a request in writing (see Form APA003-01) to the principal of the requested “out-of-boundary” Catholic secondary school. The decision to admit is at the discretion of the receiving principal in consultation with the sending principal according to the following criteria:

- i) The out-of-boundary registration does not cause the school to exceed its controlled enrolment capacity.
- ii) The out-of-boundary admissions to a school shall not exceed 10% of the total enrolment, without consultation with the school superintendent.
- iii) A specific program or course of study for the school year of requested enrolment is unavailable at the home or boundary school.
- iv) Social, compassionate, and/or medical reasons (supporting documentation from an authorized professional is required) substantiates the potential benefit to the student.
- v) A student in grade 11 and 12 whose family moves out-of-boundary prior to his/her graduation is an acceptable reason. Such students are not eligible for transportation support.
- vi) A student in grades 9 and 10 whose family moves out-of-boundary during a school year may finish the current school year but they are not to be re-admitted the following year if s/he is still out-of-boundary. Such students are not eligible for transportation support.
- vii) An elementary out-of-boundary grade 8 student will be directed to his/her home Catholic secondary school upon graduation from grade 8.
- viii) The admission of an out-of-boundary student is determined annually and is subject to the student’s commitment to his/her studies and the principal’s determination of its on-going benefit.

D) Secondary Out-of-Region Admissions

An out-of-region student may be admitted to a Waterloo Catholic District School Board secondary school at the discretion of the principal in consultation with the appropriate supervisory officer considering but not limited to the following:

- i) Sufficient accommodation is available in the requested school and the student’s admission will not negatively impact the aggregate school or system class size (e.g. additional staff and/or classrooms are not required).
- ii) There is an agreement between the boards with reference to the provision of transportation for the student or the student and/or parent/guardian of the student acknowledges in writing that they will assume responsibility for the student’s transportation.
- iii) Placement in a secondary school adheres to legislated residency and admission rights as well as out-of-boundary provisions of this policy where applicable.
- iv) In enrolment capped secondary schools, admission approvals are finalized in conjunction with out-of-boundary approvals, January 1st for second semester admissions and June 1st for the following school year.

- v) The admission of an out-of-Region student is determined annually and is subject to the student's commitment to his/her studies and the principal's determination of its on-going benefit.

E) Secondary Enrolment Capping: Out-of-Boundary/Region Students

Enrolment capping enables staff to plan and monitor a school's admissions within the school's capacity to accommodate the overall school population's needs and required services within the board's approved accommodation and operations budget.

Where a secondary school has been declared capped for enrolment purposes, no out-of-boundary/out-of-region students shall be admitted prior to June 1st for the following school year and January 1st for second semester admissions.

Following these dates, an out-of-boundary/region student may be admitted at the principal's discretion and subject to his/her fulfilling out-of-boundary admission requirements. Once a secondary school has reached its approved enrolment cap, students requesting admissions may be referred to the closest Catholic secondary school that can accommodate additional admissions.

Capped Schools:

St. Mary's Catholic High School is capped (2010)

F) Secondary Enrolment Capping: Waterloo Catholic District School Board Students and Open Access Students Within Boundary

Principals of Catholic secondary schools capped for enrolment purposes must communicate this information to the entire school community including Catholic and open access students, grades 8 – 12. All students that live within the boundary of a capped Catholic secondary school shall declare their intention to attend the capped Catholic secondary school by a registration date set by the school which will be prior to the March break of each school year. After that registration date, undeclared students forfeit their right to attend the capped Catholic secondary school should it reach its enrolment cap. Such students may attend another Catholic secondary school as an out-of-boundary student at the discretion of the principal and subject to fulfilling the admission requirements as an out-of-boundary student. Such students would not be eligible for transportation support.

G) Non-resident Student Admissions

All non-resident student admissions are processed through the board's assessment office (please refer to APA001 for details related to payment of fees).

H) Admission Appeals

Parents or legal guardians may appeal a principal's admission decision in writing to the supervisory officer of secondary schools. Appeals should clearly state the reason(s) for the appeal highlighting violations to due process or procedures not followed within this policy. In general, appeals will be denied if the principal has fulfilled his/her duties within the parameters of this administrative policy memorandum.



**APPLICATION FOR OUT-OF-BOUNDARY/REGION
SECONDARY SCHOOL ADMISSION**

PARENT/GUARDIAN MAKING APPLICATION _____

HOME ADDRESS _____ Postal Code _____ Phone # H _____ W _____

EMAIL ADDRESS (Optional) _____

NAME OF HOME/BOUNDARY SECONDARY SCHOOL _____

I hereby apply to register my child/children in _____ Semester: 1 2
(Out-of-Boundary Secondary School)

STUDENT NAME _____ Grade _____ Age _____

STUDENT NAME _____ Grade _____ Age _____

Please check: Original Application Extension

The above request is made for the following reason(s) (Please attach supporting documentation from accredited professional and/or a letter of explanation):

- A specific program or course of study for the school year of requested enrolment is unavailable at the home or boundary school.
- Social, compassionate, and/or medical reasons (supporting document required).
- Student is in grade 11 or 12 and family has moved out of boundary prior to graduation.
- Student is in grade 9 or 10 and family has moved out of boundary. Permission is requested to complete the semester or school year.
- Home or boundary Catholic secondary school has reached its enrolment capacity.

I understand that:

- I. I must provide transportation, if necessary.
- II. If approval is granted, it is given only for the current academic school year, and,
- III. If approval is granted, an extension must be requested for each following school year.
- IV. Annual approval must be granted in June of each year.
- V. An elementary out of boundary grade 8 student will be directed to his/her boundary Catholic secondary school upon grade 8 graduation.
- VI. Admission to an enrolment capped Catholic secondary school will only be processed after January 1st or June 1st for admission in the subsequent semester.

PARENT'S/LEGAL GUARDIAN'S SIGNATURE _____

OFFICE USE ONLY

Principal's Decision: Approved Denied

Summary of Reason Supporting the Decision: _____

Receiving Principal's Signature _____ Date _____

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Out-of-Boundary application. Questions regarding the collection of this information should be directed to: Privacy and Records Management Officer, ext. 2381.

Copy: Receiving Principal; Principal of Home Boundary and Family/Student
Rev. 12/10