



Admission of Out of Boundary Students

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Memo To: All Stakeholders
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

This memo identifies the procedures to be followed for out of boundary school admissions and provides a link to a list of schools that are closed for out of boundary admissions.

REFERENCES:

- N/A

FORMS:

- APA003-01F: [Out of Boundary/Region, School Admission](#)

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

Under normal circumstances a student will attend the school that is in the same boundary as the student's parent or legal guardian's residential address. This is the student's home school.

Should the parent/guardian of a student wish the student to attend a school that is not their home school, an application may be made at that location. The decision to admit is at the discretion of the receiving principal. The parent or guardian of the student(s) must complete [Out of Boundary/Region, School Admission](#) (Form APA003-01F) as part of their request. Transportation is not provided to out of boundary students. Approvals are granted for one year only. Readmission is not automatic. Principals will ensure an application form is sent to each family that was previously admitted to facilitate approvals for the next school year.

If a student does not live within the school boundary but receives care from a provider who does live within the boundary of the school, and the school is not closed for out of boundary admissions (as described below), the student may be admitted. Qualification for transportation would be based on the care provider's address.



Schools Closed for Out of Boundary Admissions

Closing a school for out of boundary admissions is done at the discretion of senior staff and normally occurs when a school's enrolment significantly exceeds its physical capacity. This process is sometimes referred to as capping a school.

A full listing of schools that are closed for out of boundary admissions can be found on the 'Accommodations' portion of the Board's website:

<https://www.wcdsb.ca/about/amp.html>

Students who move outside of the boundary during the school year may finish the school year at their existing home school as out of boundary students. Transportation is not provided during the portion of the year they are out of boundary.