



## Administrative Procedures Memorandum

**#: APA003**

### **Admission of Out of Boundary Students**

**DATE OF ISSUE:** January 24, 2002  
**Reviewed / Revised:** August 31, 2004; December 2010, February 2015, September 2016

**MEMO TO:** All Stakeholders

**FROM:** Director of Education

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#### **PURPOSE**

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

#### **REFERENCES**

#### **FORMS**

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

#### **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 determine they wish the student to attend a school that is not their home school, the decision to admit is at the discretion of the receiving principal. The parent or guardian of the student(s) must complete the attached form 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**

The Director of Education in conjunction with the Planning Department can decide to cap a school to out of boundary enrollment. The most common reason for doing so would be the school being at capacity.

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.



APPLICATION FOR OUT-OF-BOUNDARY/REGION
ELEMENTARY and SECONDARY SCHOOL ADMISSION

Form APA003-01

PARENT/GUARDIAN MAKING APPLICATION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

NAME OF HOME SCHOOL: \_\_\_\_\_

I hereby apply to register my child/children in: \_\_\_\_\_
(Out-of Boundary school)

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

Please check: [ ] Original Application [ ] Extension

The above request is made for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

I understand that:

- I. If approval is granted, it is given only for the current academic school year, and an extension must be requested for each following school year.
II. If approval is granted, it is my responsibility to provide transportation.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY

Principal's Decision: [ ] Approved [ ] Denied

Summary of Reason Supporting the Decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Receiving Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

This information is collected under the authority of The Education Act, and is protected under the Municipal Freedom of Information and Protection of Privacy Act. It will be used for the purpose of responding to your request for an out of boundary admission. Questions about the collection of this information should be directed to the principal of the school.

Copy: Receiving Principal Principal of Home School Superintendent