

The Board shall establish an Attendance Area for each school community operated by the Division. The Board encourages all students to attend the designated school determined by the student's home location in their attendance area. However, the Board recognizes parental rights to request that their children attend a school other than the designated school within their attendance area.

The *School Act* Section 45 states:

**(3)** *A board shall enroll a resident student of the board or of another board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enroll the student, there are sufficient resources and facilities available to accommodate the student.*

## Definitions

### Designated School

The school in which the student resides as per attendance boundaries established by the Board of Trustees.

### Requested School

A school outside of the attendance area of the student which the student would like to attend.

### Registered School

The school where the student was registered in the previous year.

### Resident Student

Student residing within the Pembina Hills Public Schools jurisdiction.

### Non-Resident Student

Student residing outside the Pembina Hills Public Schools jurisdiction.

## Registering in a Requested School

1. The Board shall maintain detailed and specific school attendance areas which may be amended from time to time. Any change to attendance areas shall be made by Board Resolution.
2. The Requested School Principal must contact the Designated School Principal prior to accepting the Student Registration of a student from outside of their attendance area and prior to the finalization of Form 5-01A Requested School Registration Application.
3. The Requested School will not accept the Student Registration of a student from outside of their attendance area until Form 5-01A Requested School Registration Application has been completed and approved.
4. The Principal of the Requested School shall review the application with the Principal of the Designated School. The following factors shall be considered:

- Availability of space, resources and programs
  - Availability of teaching and support staff
  - Projected school enrolment
5. Priority for available student spaces in a school will be determined in the following order:
- Students who reside in the attendance area
  - Resident students who reside in another attendance area
  - Non-resident students – defined as students residing outside the Pembina Hills Public Schools jurisdiction
6. In the event that there are more applications than resources available, the following priority ranking will be applied:
- Students residing outside the attendance area and currently registered in the requested school;
  - First come, first served

### Funding Rules

7. The following funding rules will apply:
- If the Requested School accepts a student in grades 1 to 12 by completing Form 5-01A Requested School Registration Application prior to the April 15<sup>th</sup> deadline, funding will be assigned to the Requested School.
  - If the Requested School accepts a student in grades 1 to 12 by completing Form 5-01A Requested School Registration Application after the April 15<sup>th</sup> deadline, funding will be assigned to the Designated School for one school year. This will reduce any disruptions to the Designated School after the planning process has been completed. (Special Education and French Immersion Students are the only exemptions.)
  - If the Requested School accepts a student enrolling in Kindergarten by completing Form 5-01A Requested School Registration Application prior to June 1<sup>st</sup>, funding will be assigned to the Requested School.
  - If the Requested School accepts a student enrolling in Kindergarten by completing Form 5-01A Requested School Registration Application after June 1<sup>st</sup>, funding will be assigned to the Designated School for one school year. This will reduce any disruptions to the Designated School after the planning process has been completed. (Special Education and French Immersion Students are the only exemptions.)
8. Resident students are to remain at the school they registered at within the school year in accordance with Section 45(6) of the *School Act* unless directed by the Director of Student Services or authorized by the Superintendent. This rule does not apply to non-resident students.
- School Act* S.45 states:
- (6)** *A parent of a student enrolled in a school shall not request that the student be enrolled in another school during a school year unless the Board operating the other school consents.*

### Requesting Student Transportation Services

9. Transportation to a school in another attendance area may be provided by the Division on a cost recovery basis, according to Rates Annex 4 Transportation Fees. Requests for transportation will be considered for approval **annually** according to the following criteria:

- a. The availability of space will be reviewed annually with only eligible students being assured of a place.
  - b. Seats may be available for the following students:  
Current approved Form 5-01 students who have Form 5-01B approved and pay the fee by June 30 (in the school year prior to the year for which you are applying).
  - c. All remaining seats shall be filled on a first come, first served basis and fees are due by August 15 (in the school year prior to the year for which you are applying).
  - d. Space is available on a transfer bus with weighted load not to exceed 95%.
  - e. Should the bus reach 100% capacity and a seat is required for an eligible student, transportation will be revoked for the student whose form was received last.
  - f. Form 5-01B Requested School Transportation Applications are required each year.
10. Transportation Fees are set each year for ineligible students choosing to attend a Requested School. Parents/guardians will be charged either:
- a. a full year transportation fee or;
  - b. for students accessing transportation after February 1st, the transportation fee will be calculated at one half of the full year fee.
11. Transportation shall only be provided to a student's Requested School subject to the following exemptions and conditions:  
There are no exemptions to the assessed fee other than:
- a. students in need of a Special Education program who, under Section 47 of the *School Act*, reside in a school attendance area that does not provide a program pursuant to Section 47
  - b. students from the Neerlandia attendance area who, pursuant to Section 21(3) of the *School Act*, want to access a regular education program in Barrhead
  - c. French Immersion students where no French Immersion program is offered
12. Students outside the Neerlandia attendance area who want transportation to Neerlandia School's Public Christian Education Program will be parent transported to an existing Neerlandia bus stop or the Neerlandia Express Bus (complete Form 5-01B and Rural Transportation Fee applies). As Neerlandia Public Christian School registered students, these students shall be registered at Barrhead Composite High School for high school programming.
13. Non-resident students will be deemed to be in the attendance area of the adjacent boundary school of the Division. Transportation fees for resident students will also apply to non-resident students. Form 5-01B Requested School Transportation Application must be completed for non-resident students.

## Reference

[School Act Sections 21, 45\(3\) \(6\), 47, 51](#)  
[Policy 13 Appeals to the Board Regarding Student Matters](#)  
[AP 20-03 External Communication Protocol](#)  
[AP 50-07 Independent, Foreign and Adult Students](#)  
[AP 70-106 Bus Scheduling and Routing](#)  
[Form 5-01-A Requested School Registration Application](#)  
[Form 5-01-B Requested School Transportation Application](#)  
[Rates Annex 4 Transportation Fees](#)