



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Student Transfers **Regulation Code:** BA-7.1.2
Section: Business and Administrative Services **Policy Code Reference:** BA-7.1

Established: October 24, 2023

Revised or

Reviewed:

1. OBJECTIVE

It is expected that students will be enrolled in the school designated within their school attendance area. However, out-of-boundary students are permissible in certain situations if space is available and there is no additional cost to the Board to approve the student transfer. This administrative regulation provides guidelines and expectations when considering student transfer requests.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Boundary Principal

Boundary principal is the school principal of the boundary student's home school.

Boundary Students

Boundary students are those who's principal residence is located within the school attendance area as established by the Board and attend the school within that boundary.

Home School

Home school refers to the school the Board assigns a student to attend for regular programming (i.e., English track) based on the location at which the student resides. Students are expected to attend their home school, unless they are registered in a specialized program (e.g., French Immersion, Integrated Arts, International Baccalaureate, etc.) located outside the attendance area of their home school.

Long Term Accommodation Plan (LTAP)

The Long Term Accommodation Plan (LTAP) is a comprehensive planning document illustrating the utilization of current facilities, and possible accommodation initiatives to address the changing demographics of the Board with consideration of the Board's Strategic Plan. The LTAP is updated annually.

Out-of-Boundary Principal

Out-of-Boundary principal is the school principal of the school the out-of-boundary student attends or wishes to attend.

Out-of-Boundary Students

Out-of-Boundary Students are those whose principal residence is located within the Board, but outside the attendance boundary of the school they attend or wish to attend.

Reasonable Land Use Capacity

Reasonable Land Use Capacity refers to schools that are serviced via a privately owned and operated sewage disposal system, and experience servicing limitations due to the limits of the system.

School Attendance Area (also referred to as School Boundary or School Catchment)

The geographical area where the boundaries of which are designated by Board of Trustees motion to provide for the educational needs of the students in the area. If a specialized program(s) is also located in the school, then students who register in that program(s) may live outside of the school's attendance area.

School Capacity

School Capacity means the number of pupil places available for students within the school, considering capacities established by the Ministry of Education's On-The-Ground (OTG) Rated Capacity. The OTG capacity means the number of pupil places assigned by the Ministry of Education and does not include portables.

Specialized Program

A specialized program is a program which students may choose to attend. A specialized program is not Ministry-mandated, but offered by the Board and may or may not be located at the student's designated home school. Examples of specialized programs that may be offered by the Board include, but are not limited to, French Immersion/Extended French, International Baccalaureate, Integrated Arts, etc.

Student Transfer

Student Transfer refers to the process in which a student requests to attend a school other than their home school or specialized program located outside of the attendance area of their home school.

STSCO

Student Transportation Services of Central Ontario (STSCO) is the consortium responsible for planning school bus transportation services for students attending Kawartha Pine Ridge District School Board, Peterborough Victoria Northumberland Clarington Catholic District School Board, and Conseil scolaire catholique MonAvenir.

3. APPLICATION

This administrative regulation applies to senior administrative staff, Planning Services staff, school administrative staff and the school community.

4. RESPONSIBILITY

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

The family of schools superintendent(s), or designates, are responsible to review this administrative regulation with school administration and to monitor student transfers to ensure consistent application and compliance with this administrative regulation.

School principals are responsible, in consultation with the family of schools superintendent, to approve or deny a student transfer request based on the criteria outlined in this administrative regulation.

Planning Services has the responsibility to support the family of schools superintendent(s) and school principals by providing enrolment projection data.

Parent(s)/legal guardian(s) are responsible to review and understand the Student Transfers administrative regulation.

5. PROCEDURE

School principals may permit registration of out-of-boundary students in limited circumstances, which may include, but is not limited to, child care arrangements, or program options.

5.1 Student Transfer Request (new Student Transfers)

5.1.1 The parent(s)/legal guardian(s) must complete the Student Transfer Form (Appendix A), including the rationale for the request, by April 30 of each school year. The form is to be submitted to the boundary principal. New registrants to the Board must initially register their child at their home school and then submit a student transfer request.

5.1.2 The boundary principal will discuss the student transfer request with the out-of-boundary principal and arrive at a mutually agreed upon decision. The boundary principal will advise the family of schools superintendent of the decision, including the rationale for the decision. The family of schools superintendent will provide the final sign off and approval for the request.

5.1.3 The criteria listed in subsection 5.2 must be considered.

- 5.1.4 The boundary principal, or designate, will contact the parent(s)/legal guardian(s) to confirm the decision by the end of the second week of the school year.
- 5.1.5 All decisions are to be put in writing and the parent(s)/legal guardian(s) are responsible to complete the Student Transfer Acknowledgement Form (Appendix B).
- 5.1.6 Transportation for out-of-boundary students is the responsibility of parent(s)/legal guardian(s). However, out-of-boundary student transportation requests can be made to STSCO, following the process outlined in Board Policy BA-8.1, Student Eligibility.

5.2 Considerations for Assessing Student Transfer Requests

School principals, in consultation with the family of schools superintendent and Planning Services will consider the following when assessing student transfer requests:

- 5.2.1 Boundary students will be given first priority of placement in the school. In other words, no approvals will be granted until all boundary students have been accommodated.
- 5.2.2 The out-of-boundary school does not exceed available capacity.
- 5.2.3 The particular grade/course has room without exceeding class size restrictions.
- 5.2.4 No additional staff resources are required.
- 5.2.5 The number of students requesting transfers from sending and receiving schools.
- 5.2.6 The list of schools closed to new out-of-boundary students,
- 5.2.7 Enrolment projections, including potential student yields from new development.
- 5.2.8 The unique circumstances of each student transfer request.

5.3 Annual Review of Student Transfer Requests (existing Student Transfers)

Resubmission of student transfer request forms are not required each year; however, each case will be reviewed annually by school principals, in consultation with the family of schools superintendent and Planning Services. If conditions change, approval may be withdrawn for the next school year.

5.4 Specialized Programs

- 5.4.1 Once a student is admitted into a specialized program outside of their designated home school, they are permitted to continue that program until completion, or until the program is established at a different school.
 - 5.4.2 If the student withdraws from the specialized program, they must submit a student transfer request. If the request is denied, they must return to their home school.
 - 5.4.3 Siblings are not entitled to attend a school other than their designated home school. If a sibling(s) wishes to attend the same school other than their designated home school, a student transfer request must be completed.
- 5.5 The boundary principal must ensure that the parent(s)/legal guardian(s) of an out-of-boundary student is aware that:
- 5.5.1 The parent(s)/legal guardian(s) is responsible for transportation. However, out-of-boundary student transportation requests can be made to STSCO, following the process outlined in Board Policy BA-8.1, Student Eligibility.
 - 5.5.2 Resubmission of student transfer request forms are not required each year; however, each case will be reviewed annually. If conditions change, approval may be withdrawn for the next school year. Parent(s)/legal guardian(s) will be notified of the status of the student transfer request by the end of the current school year.

5.6 Schools Closed to Out-of-Boundary Students

- 5.6.1 The Director of Education or designate, may close a school to out-of-boundary students where the accommodation and staffing capacities have been reached or are expected to be reached.
- 5.6.2 Holding schools are closed to out-of-boundary students.
- 5.6.3 Schools that are serviced via a private well and/or septic system that exceed or are approaching the Reasonable Land Use Capacity will be closed to out-of-boundary students.
- 5.6.4 The list of schools closed to out-of-boundary students will be reviewed on an annual basis. This information shall be set out in the annual update to the Long Term Accommodation Plan and be made available on the Board's website.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-7.1, Student Accommodation Planning](#)

[BA-8.1, Student Eligibility](#)

[ES-3.15, French Language](#)

[ES-3.16, Indigenous Language Program](#)

[ES-3.17, English Language Development Program](#)

Administrative Regulations:

[BA-7.1.3, Holding Areas and Holding Schools](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act, Section 171\(1\).7](#)

8. APPENDICES

[Student Transfers: Appendix A: Student Transfer Request Form](#)

[Student Transfers: Appendix B: Student Transfer Acknowledgement Form](#)