



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Holding Areas and Holding Schools **Regulation Code:** BA-7.1.3
Section: Business and Administrative Services **Policy Code Reference:** BA-7.1

Established: October 24, 2023

Revised or

Reviewed:

1. OBJECTIVE

Student enrolment numbers and school utilization can be significantly impacted from new residential development within a school attendance area, and schools can exceed their total available capacity, including the site's ability to accommodate temporary capacity (i.e., portables). In such cases, Kawartha Pine Ridge District School Board (KPR) may temporarily reassign a designated geographic area or particular development to a school with space to accommodate students. This administrative regulation outlines the establishment, assignment, and dissolution of holding areas and holding schools together with the protocols for communicating the changes.

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.

Holding Area

A holding area is a geographically defined region that is subject to development application(s) (e.g., draft plan of subdivision, site plan application) that will generate residential units and is projected to generate a student yield that the local neighbourhood school(s) cannot accommodate. Holding areas are temporarily assigned to holding school(s) with available facility and site capacity.

Holding School

A holding school is a facility that holding areas are assigned to attend temporarily. Holding school(s) are not intended to be a long-term accommodation solution. Some holding schools may serve multiple holding areas over time based on their ability to accommodate student enrolment. Some holding areas may be geographically redefined over time and assigned to more than one holding school.

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) located outside the attendance area of their home school.

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

School attendance area refers to 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.

3. APPLICATION

This administrative regulation applies to senior administrative staff, Planning Services staff, school communities and the development community to provide guidance in the establishment and dissolution of holding areas and holding schools.

4. RESPONSIBILITY

The Board of Trustees is responsible for approving holding areas where existing students would be impacted.

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

The Superintendent, Business and Corporate Services has responsibility for administering this regulation.

Planning Services is responsible for reviewing and compiling development information and determining if holding areas and holding schools should be established.

5. PROCEDURE

5.1 Designation of Holding Areas and Holding Schools

5.1.1 Planning Services is responsible to ensure that all municipal development plans are reviewed for student accommodation and transportation needs, and that appropriate comments are provided to the municipal approval authority to ensure that current and future student requirements are being met.

5.1.2 Planning Services, in consultation with senior administration, may designate holding areas when:

- 5.1.2.1 the projected student yield will exceed the home school's capacity, and
- 5.1.2.2 no property has been sold in the development.
- 5.1.3 The local trustee(s) and family of schools superintendent would be notified of the designated holding area and holding school.
- 5.1.4 Where the designation of a holding area may result in existing students being redirected to a different school, a public information session will be held, with notification given to the parent(s)/legal guardian(s) of the affected students.
- 5.1.5 Planning Services, in consultation with senior administration, may designate a holding school based on the following criteria:
 - available capacity considerations including classroom and portable classroom capacity (current and projected),
 - adequately sized ancillary spaces (e.g., library, gymnasium),
 - site servicing and capacity considerations (e.g., electrical, sanitary services, situational placement of the school site and number of access points for students and families),
 - appropriately sized school bus loading zones,
 - the capital expenditure required to accommodate increased enrolment at the facility.
- 5.1.6 Planning services will provide an annual report indicating the status and location of holding areas and holding schools.

5.2 Notification of Holding Areas / Holding Schools

- 5.2.1 To ensure that notification is provided to new home buyers, KPR staff will undertake the following notification measures:
 - 5.2.1.1 In response to development circulations, Planning Services staff will request that conditions be included to notify prospective home buyers that the area may be designated as a holding area, and that students may be directed to schools outside of the area (Appendix A). These conditions are generally requested to be added as clauses in the Purchase and Sale Agreement and the provision of a sign at the development site (Appendix B).
 - 5.2.1.2 The annual reporting noted in section 5.1.6 and holding area mapping will be shared on the KPR website. Municipal addresses, once assigned, will be searchable through the KPR and Student Transportation Services of Central Ontario websites.

5.2.1.3 The annual reporting will be distributed to:

- the local realty associations where applicable (e.g., Central Lakes Association of Realtors) and new development sales offices,
- the developer(s) of the impacted area(s),
- the local municipal building and planning departments,
- the affected schools,
- Student Transportation Services of Central Ontario (STSCO).

5.3 Reassigning Holding Areas

- 5.3.1 If a holding school can no longer accommodate growth, existing holding areas (entire areas or portions thereof) may be reassigned to alternative holding school(s).
- 5.3.2 Existing holding areas can be split into smaller geographic parcels to facilitate the distribution of enrolment to multiple holding schools.
- 5.3.3 Where the reassignment of a holding area may result in existing students being redirected to a different school, a public information session will be held, with notification given to the parent(s)/legal guardian(s) of the affected students. The reassignment of the holding area would be approved by the Board of Trustees.
- 5.3.4 When a holding area designation is reassigned, students from the holding area, attending the designated holding school, and within two years of graduation effective the first September that the designation is removed, will be permitted to remain at the former holding school. If originally eligible for transportation, that would also continue. All other students would be required to attend their applicable holding school.

5.4 Removal of Holding Area Designation(s)

- 5.4.1 Holding area designations will remain in place until such time as:
- a new school or school addition is built in the community, or
 - all or a portion of a holding area can be incorporated into the existing home school.
- 5.4.2 When a holding area designation is removed, students from the holding area, attending the designated holding school, and within two years of graduation effective the first September that the designation is removed,

will be permitted to remain at the former holding school. If originally eligible for transportation, that would also continue. All other students would be required to attend their applicable home school.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

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

[BA-8.1, Student Eligibility](#)

Administrative Regulations:

[BA-7.1.1, School Attendance Areas](#)

[BA-7.1.2, Student Transfers](#)

7. REFERENCE DOCUMENTS

Legislation:

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

8. APPENDICES

[Holding Areas and Holding Schools: Appendix A: Sample Conditions of Draft Approval](#)
[Holding Areas and Holding Schools: Appendix B: Subdivision Advisory Signs: Holding Areas](#)