

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 306</b>
	<b>Boundary Exemptions</b>
	APPROVED: September 2013
Page 1 of 4	AMENDED/REVIEWED: September 2019, February 2019, August 2017, May 2016,
LEGAL REFERENCE:	Section 4, 10 Education Act 2019

**Background**

Administrative Procedure 306 outlines the Division’s expectation that all students living within the designated attendance areas will be accommodated within the designated school. This AP defines the process around exemptions to designated attendance areas.

**Definitions**

**Attendance Area:** a geographic area that defines the student population for which each school is responsible. This area is defined by the School Division and is subject to change as per AP 305.

**Program of Choice:** An optional program within a school with a specific focus on unique programming. Examples in the Grande Prairie Public School Division would include French Immersion, the Academy, Montessori, the Grande Prairie Christian School, International Baccalaureate, Senior High Trades, etc.

**Closed boundary school:** A school, determined by the Superintendent, to be one which cannot accept new students from outside of its attendance area. Upon consultation with the Superintendent or designate, principals may indicate that specific grades/sections within a school be closed to exemptions due to space availability.

**Innovative Support Centre (ISCs):** ISCs are highly specialized classrooms within schools throughout the Division. Referrals to programming are developed by school teams. These programs are not open to referrals or registrations from external agencies, boards, or organizations.

**Kindergarten Program:** Parents seeking a kindergarten program structure different from that of their boundary school may seek enrollment in another GPPSD school through a Boundary Exemption Application.

**Procedures**

**Attendance Areas and Exemptions**

1. Where a school’s Attendance Area has been established, a student shall be required to attend the school designated for that area.
2. A parent may request their child be placed in a school other than the designated school in their attendance area. The Division reserves the right to deny or revoke an exemption based on space and program resource limitations.
  - 2.1 Each request for an exemption must meet the established criteria in order to be considered. See Appendix A;

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 306</b>
	<b>Boundary Exemptions</b>
	APPROVED: September 2013
Page 2 of 4	AMENDED/REVIEWED: September 2019, February 2019, August 2017, May 2016,
LEGAL REFERENCE:	Section 4, 10 Education Act 2019

- 2.2 Parents wishing to register their child in a new school or apply for a boundary exemption must provide acceptable proof of residency at the time of enrollment;
  - 2.3 Each principal or designate is responsible for admitting students to their school in accordance with this administrative procedure;
  - 2.4 Students are required to remain registered in the school in their attendance area while applying for a boundary exemption;
  - 2.5 A receiving principal may admit a student from another attendance area if mutual agreement is made with the sending principal, taking into consideration space and available programming supports both in current and future years;
  - 2.6 Parents seeking an exemption during the school year must meet with the principal of their current school to initiate a boundary exemption;
  - 2.7 Siblings: Exemptions are granted on a student-by-student basis and are not considered to apply to whole families;
  - 2.8 Once a student is granted an exemption, they are required to re-apply each year, unless they have been granted a multi-year boundary exemption and have it in writing from the principal;
  - 2.9 Students who have been granted an exemption to attend a school outside of their boundary will be required to attend the school zoned for their neighbourhood at grade level transition times.
    - Example: A student who was granted an exemption to attend an elementary school would be required to transition to the middle school zoned for their neighbourhood;
    - Example: Kindergarten transitioning to Grade 1, a student who was granted an exemption for Kindergarten is required to attend their Boundary School for Grade 1.
  - 2.10 Attendance area exemptions will be considered in April –June, and again when school offices open in August of the school year;
  - 2.11 Appeals regarding enrollment exceptions must be submitted in writing to the Executive Assistant – Education, consideration will be made by Senior Leadership;
  - 2.12 Copies of all approved or denied boundary exemptions must be submitted to Central Office for the purpose of record keeping. These submissions must be in electronic form.
3. Schools which have been established to have a closed boundary are not considered for exemptions.

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 306</b>
	<b>Boundary Exemptions</b>
	APPROVED: September 2013
Page 3 of 4	AMENDED/REVIEWED: September 2019, February 2019, August 2017, May 2016,
LEGAL REFERENCE:	Section 4, 10 Education Act 2019

3.1 Enrollment to a school with a closed boundary are to be accepted for students who have moved within the attendance area after September.

**Changes in Residence**

4. Should a move in residence occur after the month of September, the child, at the request of the parent, and with approval of the principal, may complete the school year without being required to transfer to the school within their attendance area. Where this has been granted students will be required to attend their new attendance area school the following year.
5. Where a student's attendance is negatively impacted by the granting of an exemption, the school may decide to withdraw the exemption.
6. When a student is admitted to a school outside of their attendance area or have been permitted to complete the school year outside of their attendance area due to a relocation mid-year, the parents are responsible for transportation at their own expense.

**Programs of Choice**

7. Boundary exemptions are not required for attendance in programs of choice. Siblings of students enrolled in programs of choice must complete the boundary exemption process.

**Non-Resident Students**

8. Enrollment of students who reside outside of the City of Grande Prairie limits or are resident of a neighbouring board may be granted permission to enroll based on:
  - School and/or classroom capacity
  - Enrollment is dependent on individual student's needs and the available program supports at each site;
  - Students with identified needs must be referred to Student Services for consideration.

These students including those students applying for a Program of Choice will be required to submit a [County Resident Application \(Form 306-3\)](#). This form will be included in the online registration forms for new students.

9. Parents who wish their child to transfer between Divisions after September 30<sup>th</sup> must coordinate their request with the Superintendent of their current Division. These decisions will be made based upon availability of resources and space and are determined on a case-by-case basis.
10. Students of employees of the Division are permitted to enroll their children at the school of their choosing through the boundary exemption process dependant upon space and resource considerations.

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 306</b>
	<b>Boundary Exemptions</b>
	APPROVED: September 2013
Page 4 of 4	AMENDED/REVIEWED: September 2019, February 2019, August 2017, May 2016,
LEGAL REFERENCE:	Section 4, 10 Education Act 2019

## Appendix A

1. Each boundary exemption must be educational in nature and/or specific to student learning requirements
2. The following examples constitute acceptable educational reasons for a boundary exemption:
  - 2.1. Unique learning challenges or social situations where agreement around a placement exists between the school and home:
    - 2.1.1. Evidence supported by a school planning team must be present; and
    - 2.1.2. a transition plan must be developed between the sending school that guides the support of the child in the new environment.
3. The following examples do not generally constitute an acceptable educational reason for an enrollment exemption.
  - 3.1. Availability of day care;
  - 3.2. parent's desire to not have a child walk;
  - 3.3. interest in attending school with friends or teammates; and/or,
  - 3.4. the availability of unique courses or preferable scheduling at high schools, unless these constitute desire to attend a program of choice offered within the Division.