



505 – School Catchment and Student Enrolment

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Purpose

The Board of Education of School District No. 68 (Nanaimo-Ladysmith), in alignment with *School Act* requirements, believes in ensuring sufficient capacity is available in neighborhood schools and encourages families to attend public schools in their local community to assist in creating vibrant communities except where families desire access to programs of choice. It also believes in transparency and timeliness in decision making for the creation and amendment of catchment areas and the requirements for enrolment.

Objectives

This Policy is intended to address the creation and/or amendment of catchments and feeder schools. It is also intended to outline priorities when considering requests for out of catchment enrolment.

Definitions

Catchment – A defined geographic border surrounding a school in which a student who is resident in the area must attend unless approved for out of catchment enrollment or is attending a Program of Choice.

Out of Catchment Enrolment – The process by which a non-catchment area students applies for enrolment at a school that is not their catchment school for regular program

Feeder School – An elementary school within the catchment of a secondary school.

Program of Choice – An educational program that provide services in a facility without a specific catchment and includes French Immersion and various academies instituted as per Policy ***.

Regular Program – The k-12 educational program in a school with a catchment that is not related to a program of choice.

1. The Creation and Maintenance of Catchment Areas

- 1.1. Catchment areas shall be approved by the Board of Education as recommended by the Superintendent.
 - 1.1.1. Catchment boundaries should maximize opportunities for active school travel.
- 1.2. The Superintendent shall maintain an Administrative Procedure outlining when catchments will be reviewed consistent with this policy.
- 1.3. Revisions to catchment areas, if applicable, shall typically be approved by the Board by the end of January of each year.

2. Enrolment in an Education Program

Based on the requirement of the School Act the Superintendent shall maintain an Administrative Procedure that outlines the process and requirements for student enrolment pursuant to the School Act and Ministry of Education and Childcare guidelines.

3. Enrolling in a school outside catchment

Students who wish to attend a school that is not their catchment school may apply for cross-boundary transfer. The Superintendent shall maintain an administrative procedure that provides a process for the cross-boundary process and timing of decision making. Consideration for transfer give priority to Board policies including:

- a. Policy 104 Environmental Stewardship;
- b. Policy 102 Syeyutsus Reconciliation Framework; and
- c. Policy 105 Justice, Equity, Diversity and Inclusion

4. Enrolment and Withdraw from a Program of Choice

- 4.1. The Superintendent shall maintain an Administrative Procedure that provides for the process of enrolment in a program of choice.
- 4.2. Except in exceptional circumstances entry shall be determined by a lottery.

5. Rights Holders and Catchment

As per section 74.2 of the *School Act* by the end of January of each year a “first nation” which includes Snuneymuxw, Stz’uminus, and Snaw’naw’as may elect to have students residing on their respective reserve attend a catchment school of their choice.

Administrative Procedures related to this Policy may include: *Insert links to any related procedures.*

Legal References:

Monitoring Method:	<i>Board of Education / Superintendent</i>
Monitoring Frequency:	<i>Triennial</i>
Adopted:	<i>2020.xx.xx</i>