ADMINISTRATIVE PROCEDURE 300

STUDENT REGISTRATION AND STUDENT TRANSFER REQUESTS

BACKGROUND

The District recognizes that a school-age resident of British Columbia may enroll in an educational program in any district and attend any school, provided there is space available, and an appropriate program can be provided for the student at no extra cost to the District.

Students living within a catchment boundary will normally attend the school within that area. Parent(s)/guardian(s) may, however, request that their child attend a school or program outside their designated catchment area.

All students will be treated in a fair and equitable manner with respect to District placements. Decisions relating to requests for placement will be made in accordance with the procedures outlined in this administrative procedure.

DEFINITIONS

Assigned School - The school designated by the Board based upon the student's place of residence subject to space availability.

Catchment Area - In relation to a school, is the geographical area established under Section 75.1 of the *School Act* that defines the boundaries of a school to which a student has first priority to attend, as defined by the District's school boundary descriptions.

Catchment Area Child – A person who is of age and resident in the catchment area of the school.

Continuing Student – A student who attended the school during the previous school year.

Cross-Boundary Student – A student wishing to attend a school outside of their District catchment area. Cross-boundary students are required to submit an application when moving from one school to the next if continuing outside of their District catchment area.

District Student – A catchment area child or a non-catchment area child who resides in the District.

District Program – The catchment area for a District program is defined to be the entire District.

Enrolment – A student is enrolled when the school gives permission for the student to attend and enters them into the school's register.

Feeder Schools – The catchment "Feeder" schools and their associated "receiving" schools are identified in the District's established boundary descriptions.

Non-Catchment Area Student – A person who is of school age, resident in the District, and not resident in the catchment area of the school.

Non-District Student – A person who is of school age, resident in British Columbia, and not resident in the District.

Previous School Year – As defined in the School Act, the school year previous to the school year for which the person is applying to enroll in the educational program.

School Wait List (Catchment Students) – A school list identifying newly arriving students who reside in the District and have been placed at a nearby school since available space, facilities, or resources are not available at the student's catchment school.

Cross-Boundary List (Transfer Students) – A school list that identifies and prioritizes the first-time transfer applicants who reside in British Columbia and have not been given permission to attend a requested school due to the lack of available space and facilities at the time of application.

Transfer Student – A non-catchment or non-District student who applies to attend a school or program other than their catchment school.

PROCEDURES

1. Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the District determines that space and facilities are available in a school.

    1.1. Space and facilities are available in a school for purposes of Section 74.1(6) and (7) of the *School Act.*

        1.1.1. If there is space available, taking into account both the physical and instructional resources after reasonable enrolment projections have been made to allow for the following:

            1.1.1.1. accommodation of new catchment students;

            1.1.1.2. students returning from prior years;

            1.1.1.3. students enrolling in District programs;

            1.1.1.4. students incoming from designated feeder schools; and,

            1.1.1.5. children enrolling kindergarten who live in the catchment area of the school.

    1.2 Each First Nations Band, in consultation with the School District, are entitled, under Section 74.2 of the School Act, to designate the "School of Choice" for students who are ordinarily resident of the First Nation and are on the Band's nominal roll. Each First Nation Band may designate one School of Choice for each age group of students.

        1.2.1. Students who are ordinarily resident of the First Nation and are on the Band's nominal roll will usually attend their catchment school.

            1.2.1.2. If parent(s)/guardian(s) wish to enroll their child(ren) at the designated School of Choice, they must do so by April 10th for priority registration.

1.2.1.3 After that date, regular cross-boundary processes are in effect, except that, priority will be given to students from the First Nations Band in the cross-boundary process.

1.2.2. The First Nations Band must make the designation of the School of Choice in writing to the Board.

1.2.2.1 The designation of the catchment schools continues for each subsequent year unless the First Nations Band revokes the School of Choice designation.

1.2.3. Enrolment in specialty programs within the designated school or any other district school or program follows the same process as for any other student.

2. Available space shall be determined by the Superintendent or designate, in consultation with the principal of the school involved, based on program capacity, including consideration of the following factors:

2.1. The operating capacity of the school as defined by the District.

2.2. The level of staff assigned to a school.

2.3. The physical space in which to operate instructional programs.

2.4. The ability to provide appropriate educational programs for the applicant and other students.

2.5. The needs of other programs located in the school.

3. Kindergarten Registration and School/Program of Choice Registration will open mid-January of each year.

3.1. All Kindergarten students not enrolling in a School/Program of Choice, must enroll in their catchment area school prior to beginning the process of transferring to another school.

4. When a parent/guardian requests that their child attend a school or program outside of the designated catchment area, the following procedures must be followed:

4.1. Elementary and Middle Cross-Boundary Process

4.1.1. The first date that new Cross-Boundary Request Forms (Form 300-1) will be received at a school will be the third Wednesday in January of each year.

4.1.2. Cross-boundary students and students outside the District must apply for registration at the requested school no later than May 31st.

4.1.3. A parent/guardian requesting a transfer for their child must register their child in their catchment area school and complete the Cross-Boundary Request Form. Student Cross-Boundary Request Forms may be acquired at the catchment area

school. The catchment area school will note on the registration form (for new students) that a transfer request has been made.

4.1.4. The principal of the catchment area school must also sign the Cross-Boundary Request Form. The principal of the child's catchment area school may request a meeting with the parent /guardian and/or child in order to discuss the requested transfer.

4.1.5. The parent/guardian may then submit the form to the requested school. Cross-Boundary Request Forms are to be dated when they are received by the requested school.

4.1.6. The principal of the catchment area school must contact the principal of the requested school to discuss the reason(s) for the transfer request.

4.1.7. The principal of the requested school must submit the Cross-Boundary Request Form to the Superintendent or designate once it has been completed.

4.1.8. A deadline for transfer requests will be May 31st, and again on the Friday after Labour Day, to ensure that students who move into the catchment area during the summer will have priority at their catchment area school.

4.1.9. Decisions regarding transfer requests will be determined near the end of the first week of school in September. Students are expected to attend their catchment area school until a determination has been made. In some circumstances, transfer requests may be approved before June 30th if both principals and the Superintendent or designate have confidence they can accept the student and still have room for additional catchment area students.

4.1.10. Transfer requests received between October 1st and May 31st may be considered and approved for the current school year.

4.1.11. During the summer months when schools are closed, parent(s)/guardian(s) with questions regarding the registration process are welcome to contact the District Education Support Centre at 250-832-2157.

4.2. Secondary Cross-Boundary Process

4.2.1. Students new to the catchment area must register at the catchment area school prior to completing the Cross-Boundary Request Form.

4.2.2. Principals/Vice Principals must ensure that students have completed the course selection process in their catchment school prior to completing the Cross-Boundary Request Form.

4.2.3. New Cross-Boundary Request Forms (Form 300-2) will be received at a school no later than March 31st. In some circumstances, transfer requests may be approved before June 30th if both principals and the Superintendent or designate have confidence they can accept the student and still have room for additional catchment area students.

4.2.4. The principal of the catchment area school must also sign the Cross-Boundary Request Form. The principal of the child's catchment area school may request a meeting with the parent/guardian and/or child in order to discuss the requested transfer.

4.2.5. The parent/guardian may then submit the form to the requested school. Cross-Boundary Request Forms are to be dated when they are received by the requested school.

4.2.6. The principal of the catchment area school must contact the principal of the requested school to discuss the reason(s) for the transfer request.

4.2.7. The principal of the requested school must submit the Cross-Boundary Request Form to the Superintendent or designate once it has been completed.

4.2.8. Cross-boundary requests after March 31st and decisions regarding remaining transfer requests will be determined near the end of the first week of school in September to ensure that students who move into the catchment area during the summer will have priority at their catchment area school. Students are expected to attend their catchment area school until a determination has been made.

4.2.9. Transfer requests received after March 31st may be considered and approved for the upcoming school year.

4.2.10. During the summer months when schools are closed, parent(s)/guardian(s) with questions regarding the registration process are welcome to contact the District Education Support Centre at 250-832-2157.

5. Parent(s)/guardian(s) exercising the option of sending their children to schools other than those normally serving the areas in which they reside shall be wholly responsible for any transportation arrangements and costs.

6. After enrolment of continuing students, and if the required space and facilities are determined to be available, applications from new students will be accepted in the following order of priority, provided that application deadlines and other requirements have been met:

6.1. A student from a First Nations Band at their designated school of choice.

6.2. A catchment area student.

6.3. A non-catchment area student.

6.4. A non-District student.

7. If space and facilities are inadequate to accommodate all continuing students, they will normally be re-enrolled in the following order of priority:

7.1. A student from a First Nations Band at their designated school.

7.2. A continuing non-catchment area student.

7.3. A continuing non-District student.

8. When applications made within the appropriate registration periods have the same priority (after application of any permissible sibling preference) the priority between them will be determined by time and date of application.

9. Continuing students within the same school are not required to re-apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn.

10. Applicants for enrolment in District programs must meet all requirements for the requested educational program and will be subject to any selection process established.

11. Enrolment applications from non-District students may be refused if the student is under suspension from a B.C. public school or district; or has been refused an educational program by a B.C. public school or district under Section 85(3) of the *School Act* for refusing to comply with the Student Code of Conduct and other rules and policies of the District or has failed to apply themselves to their studies.

11.1. Such applications will be referred to the Superintendent for a decision on admission. Admissions may be subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the Principal or Superintendent.

12. When one sibling is enrolled in or admitted to an educational program in a school, other siblings are given priority within their requested educational programs in the same school, with the exception of French Immersion. This status does not apply where the siblings will not be attending concurrently.

13. In the event that the District may not be able to accommodate a catchment student within the catchment school, the student will be placed on a Wait List prioritized by date and time of application. The District will accommodate the student at a neighbouring school until space becomes available.

14. Transfer During the School Year

14.1. All school-initiated transfers must be approved by the Superintendent, or designate, following consultation with the Principals at the sending and receiving school. A student may be transferred to another school, at any time in the school year, in consideration of the following:

14.1.1. Medical reasons.

14.1.2. Compassionate grounds.

14.1.3. Exceptional circumstances.

14.1.4. There is not space for the new registrants at the school.

14.2. The sending Principal shall discuss the situation with the parent(s)/guardian(s) of the student.

14.3. Where necessary, the Superintendent may become involved in school-initiated transfers and make the final decision on the transfer.

15. Admission into District Programs may warrant that a non-catchment area student transfer to a secondary school for one or more semesters at the discretion of the receiving principal. Such placement does not entitle the student to priority enrollment status at that school.

16. The District recognizes that when District programs exist that are located outside a student's designated catchment area, the District shall be considered the catchment area for that particular program.

17. In the case of conflict between the provisions of this administrative procedure and the *School Act*, the latter shall prevail.

References: Form 300-1 Cross-Boundary Request – Elementary and Middle Schools; Form 300-2 Cross-Boundary Request – Secondary Schools; *School Act* Sec(s) 74.1,74.2, 75.1, and 85(3)
Date Adopted: April 14, 2025
Date Amended: December 12, 2025