

School District #62 (Sooke)

SCHOOL CATCHMENT AREAS AND STUDENT PLACEMENT	No.: F-502
	Effective: Feb. 28/06 Revised: Sept. 24/13; Oct. 2/18; Sept. 27/22 Reviewed: Oct. 2/18; June 7/22; June 28/22; Sept. 27/22

ADMINISTRATIVE REGULATIONS

Student Placement:

1. The Board will make available an educational program to all persons of school age in British Columbia who enroll in the district in alignment with the *School Act*.
2. The Board may assign and reassign students to specific schools.
3. The Board may, in accordance with any terms and conditions specified by the Board, permit a person who is older than school age to attend an educational program or to enroll and receive instruction in an educational program sufficient to meet the general requirements for graduation.
4. For each school year, the Superintendent or designate may establish a date by which an application to enroll a person in an educational program must be received by the Superintendent or designate for the purposes of this policy. The Superintendent may establish different dates for different grades, educational programs, or schools, based on the categories of catchment area, non-catchment area and non-school district.
5. Parents requesting a change of school for their child will be required to complete a school change form (SCR) available from schools or from the District Web site (www.sd62.bc.ca.)
6. Prior to confirming school change requests, the receiving principal shall:
 - a. consult with the principal of the school being requested.
 - b. be satisfied that the student can be properly accommodated in the grade and/or program.
 - c. be satisfied that sufficient space will remain in the school to accept any new registrations from students' resident in the school's neighbourhood.
 - d. Consult with the Associate Superintendent for their Family of Schools to determine any district priorities and for final approval.
7. If the Superintendent or designate determines that space and facilities are available at the school in which the educational program is made available, a person whose application was received by the Board by the date established is entitled to be considered for enrolment in that educational program in the following descending order of priority, as established by the *School Act*:
 - a. A catchment area child who, in the previous school year, attended the school at which the educational program is made available.
 - b. A catchment area child with siblings currently attending the school.
 - c. A catchment area child.

- d. A non-catchment area child.
 - i. with siblings previously registered in the school.
 - ii. who have Day Care arrangements in the school catchment area.
 - iii. any other requests.
 - e. A non-school district child.
8. If the Superintendent or designate determines that space and facilities are available at the school in which the educational program is made available, a child referred to in #7 is entitled to enroll in an educational program in priority to any other registering child whose application was received by the Board after the date established for applications.
 9. If two or more persons have the same priority category, the persons have, as between themselves, priority according to the date and time established under the above process. The Board may choose to hold a "lottery" to determine registration for any priority category established in #7 so as to allow sufficient time for all children to be registered prior to the date set by the Board.
 10. For students accepted to a school outside their own catchment area parents/guardians are to assume full responsibility for the transportation of the student to and from school and any related extra supervision requirements.
 11. Once a transfer is granted, the student may not be able to return to the catchment area school during that school year.
 12. The Board shall incur no additional costs as a result of the approval of any transfer application.

School Catchment Areas:

13. Each school, with the exception of, Juan de Fuca Distributed Learning (JDFL), BYTE and District Academy Programs, shall have a designated catchment area. Additionally, each school offering French Immersion programming shall have defined catchment areas specific to the program. Schools with multiple programs may also have specific catchment areas.
14. Boundary areas for catchments will be reviewed by the Board as required. The review process will include broad consultation with affected families and school communities.
15. For the purposes of this policy, a person's catchment area is determined by their residency as of the date that application to enroll is submitted to the Superintendent or designate.
16. Recommendations for catchment boundary changes will be brought forward to the Board for a final decision.
17. Appeals of decisions made with regard to this policy are governed by Policy C-350 Parent/Student Appeals.