



## Policy Manual – Schools

### S.04 Secondary School Students Out-of-Boundary Requests – PROCEDURES

(previously known as S.04 Exceptions - Secondary School Boundaries Requests – Grade Eight Students & S.05 Exceptions – School Boundaries and Transfers – Secondary Schools)

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#### Purpose

Exceptions to the Hamilton-Wentworth Catholic District School Board's secondary school boundaries may be granted to students whose parents apply for this exception on or before the first week of February.

#### Procedures

1. Students wishing for an exception to boundaries shall obtain an application from the requested school (sample appended as Appendix A).
2. This application form is to be completed and signed by the parent/guardian and returned to the requested school.
3. The principal of the requested school:
  - a) Verifies the in-boundary school based on current address and confirms any siblings attending the requested school; and,
  - b) Inputs all information into a tracking spreadsheet, later to be consolidated and analyzed by the Planning and Accommodation department.
4. In January of each year, the Planning and Accommodation department will provide the system, by way of a memo, a Colour Guide which classifies each school within one of three colour classifications that represent the degree of approval required for an out-of-boundary application.
  - a) **Green Schools:**

These schools are not currently experiencing any significant accommodation or development growth pressures. These schools are currently not part of a Boundary Review, Pupil Accommodation Review or Program Review and are not holding students for a new school. From an accommodation perspective, there is space to accommodate additional students.
  - b) **Yellow Schools:**

These schools are currently at or approaching functional capacity (Building and Portable Capacity), and are not expected to experience significant development growth for the next five years. From an accommodation perspective, there is a moderate amount of space to accommodate additional students up to the current functional school capacity. For these schools, the admittance of additional students will not trigger any additional temporary accommodation or staffing but caution should be exercised when considering admittance of out-of-boundary admissions.

- c) **Red Schools:**  
These schools are currently experiencing, or expected to experience, significant accommodation and development growth pressures causing them to be at or exceeding functional capacity. These schools may also be currently part of a Boundary Review, Pupil Accommodation Review, Program Review or holding students for a new school. From an accommodation perspective, there is no space to accommodate any additional students.
  
  - d) Siblings of currently enrolled students are to be granted out-of-boundary admittance regardless of the colour classification of the school.
5. The principal of the requested school reviews each application and based on the current colour classification provided by the Planning and Accommodation department:
- a) Proceeds with an intake meeting;
  - b) Places the out-of-boundary request on a waiting list; and,
  - c) Denies the out-of-boundary request
6. Should an application be denied, the principal of the requested school will issue a letter to affected parent/guardian(s) informing them of the decision.
7. Where admission has been granted for an out-of-boundary student, transportation for such a student shall be the responsibility of the parent(s)/guardian(s).
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## SECONDARY SCHOOL OUT-OF-BOUNDARY ADMISSIONS FORM

IN BOUNDS  OUT OF BOUNDS  CATHOLIC  NON-CATHOLIC

### STUDENT INFORMATION

NAME OF STUDENT:				DATE OF BIRTH:	MM/DD/YYYY		
GRADE ENTRANCE:			SPECIAL EDUCATION NEEDS IDENTIFICATION:	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
NAMES OF PARENTS/GUARDIANS:							
ADDRESS:						UNIT#	
CITY:						POSTAL CODE:	
PHONE NUMBERS:				EMAIL ADDRESSES:			
SCHOOL WITHIN BOUNDARY:			REQUESTED SCHOOL:			START DATE:	
CURRENT SCHOOL:							
STUDENT BAPTIZED CATHOLIC	<input type="checkbox"/>	<input type="checkbox"/>	PARENT/GUARDIAN BAPTIZED CATHOLIC	<input type="checkbox"/>	<input type="checkbox"/>	SUPPORTING DOCUMENTATION	<input type="checkbox"/> YES <input type="checkbox"/> NO
RATIONALE FOR REQUEST:							
STUDENT HAS A SIBLING WHO IS CURRENTLY ENROLLED AT REQUESTED SCHOOL	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	IF YES, INDICATE THEIR NAME AND CURRENT GRADE:		

### CONDITIONS OF APPLICATION:

1. TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT(S)/GUARDIAN(S) FOR OUT OF BOUNDARY STUDENTS
2. THE FINAL DECISION IS NOT SUBJECT TO APPEAL

I/WE UNDERSTAND THE CONDITIONS OF THIS APPLICATION.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPROVAL

REQUESTED SCHOOL:  APPROVED TO INITIATE SCHOOL INTAKE MEETING  
 NOT APPROVED

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### DISTRIBUTION

PARENT/GUARDIAN  
REQUESTED SCHOOL  
CURRENT SCHOOL