



## **ATTENDANCE AREA POLICY**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

## **1. DEFINITION**

For the purpose of this document, an “Attendance Area” is an area surrounding a school, defined by a specific boundary line, in which residing students would normally attend the school located within the attendance area.

## **2. ACCOMMODATION PLANNING**

The Controller of Facilities Services shall maintain information on school capacities, enrolments, attendance area boundaries and out-of attendance-area students.

The Controller of Facilities Services shall report annually to the Director of Education outlining accommodation utilization and identification of potential attendance area boundary reviews and new schools, school additions, school consolidations or school closures.

The Director of Education will provide recommendations to the Board where an Ad-hoc Attendance Area Review Committee may be required due to changing demographics and the need for new schools, school additions, school closures or a recommendation from a Pupil Accommodation Review.

## **3. SCHOOLS IDENTIFIED FOR ATTENDANCE AREA REVIEWS**

Specific schools may be identified for attendance area reviews:

- Where the long-term enrolment projections indicate significant under/over utilization. When new schools, school additions or school consolidations or school closures are being considered.

## **4. AD-HOC ATTENDANCE AREA REVIEW COMMITTEE**

An Ad-Hoc Attendance Area Review Committee shall be comprised of:

- Three (3) Trustees, as appointed by the Chair of the Board,
- One of the three (3) Area Attendance Review Committee Trustees must be a local Trustee of the Attendance Area under consideration,
- The three (3) Trustees shall be the voting members of the Committee,
- The Ad-Hoc Committee shall elect a Chair of the Committee,
- The Controller of Facilities Services and/or designate who shall serve as a resource person.
- A Superintendent of Education who shall serve as secretary of the Committee,
- The Principal(s) who will act as a resource to the Superintendent of Education and will be in attendance as required,
- Catholic School Council Chairs, or designate, selected by the Catholic School Council of each of the identified schools within the Ad Hoc Attendance Area Review Committee will be invited to participate as a resource to the Committee

The Committee shall consider such factors as the following in the Attendance Area Review:

- Current and projected enrolment,
- Out-of attendance-area students,

- Location and proximity of adjacent schools,
- Proximity to a parish,
- The current and future capacity of the school(s) and the school site(s),
- Other appropriate statistics,
- Effects on transportation, the facility and such other factors as appropriate,
- Input received from parents/guardians, pastors, students and other stakeholders throughout the process.

## 5. AD-HOC ATTENDANCE AREA REVIEW COMMITTEE RECOMMENDATIONS

The final report of the Ad-hoc Committee shall be submitted by a date established by the Board and will include the meeting minutes of the Committee.

The Committee of the Whole shall receive the report of the Ad-hoc Committee's report in public session.

The Board shall make a decision regarding the report as recommended by the Committee of the Whole.

The Director of Education and Senior Administrative Council will develop a plan to implement the decision of the Board.

<b>Adopted Date:</b>	<b>June 23, 1998</b>
<b>Revision History:</b>	<b>November 9, 1999</b> <b>September 12, 2000</b> <b>September 19, 2001</b> <b>June 16, 2009</b> <b>October 23, 2012</b> <b>April 28, 2020</b>