

**CODE:** HC.AR**EFFECTIVE DATE:** (28-03-2018)**TOPIC:** Student Accommodation**ISSUE DATE:** (28-03-2018)**REVIEW YEAR:** (2025)**OBJECTIVE**

To provide direction and process for the accommodation of students.

**DEFINITIONS**

**Attendance Area:** a geographic area which defines the student population for which each school is responsible.

**Secondary Attendance Area:** a geographic area which would allow students, resident in that area, to have preferential access for a specific school, after the school has accommodated students from within the designated attendance area, and before students residing outside of the secondary attendance area. This does not provide a guaranteed right of access to the school served by the secondary attendance area, and is dependent on available space in planned classrooms, within the school.

**Closed Boundary:** the condition which exists when a school cannot accept new students from outside its attendance area.

**Optimal Enrolment Limit:** a limit on the number of students to be accommodated at a school or in a program. It differs from a closed boundary in that the school is able to accommodate some new students from outside its attendance area, providing that they meet any relevant admission criteria.

**Independent student:** a student who is 18 years of age or older, or 16 years of age or older and who is living independently, or who is party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*, Section 1(1)(m) *School Act*.

**REGULATION**

1. Each school shall be responsible for accommodating all students in its attendance area.
2. A school shall accommodate all students who wish to attend the school, except as outlined in sections 6, 7, 8 and 9.
3. Subject to board policy and regulation, once a student is enrolled in a school, the student shall be permitted to continue to attend that school until his or her program is completed.
4. Principals shall ensure that the school's current students participate in the District's spring pre-enrolment process. Pre-enrolment guarantees a student's accommodation for the subsequent year and represents a commitment to that school.

5. Between the end of the pre-enrolment process and the first instructional day, requests to enrol in a school other than the one confirmed during pre-enrolment will be considered where space in planned classes permits. Notwithstanding this provision, a school which has admitted students through the random selection process is deemed to have reached its optimal enrolment limit, and shall not be permitted to accept any students, other than those who are eligible to claim a space because they live in that school's attendance area:
  - a. as a result of a move after the end of the pre-enrolment process; or
  - b. because they have not participated in the pre-enrolment process, subject to the provisions of sections 4 and 8.
6. If the principal, in consultation with the parents, determines that the school cannot provide programming that will meet the needs of a student, the principal shall identify and facilitate an alternative placement.
7. After the first instructional day of a school year, a principal may refuse to enrol a student residing in the school's attendance area if the student is already enrolled in another school and is not newly resident in the city or the attendance area.
8. A student's choice of attending a school other than the one in whose attendance area he or she resides may be limited if any one of the following applies:
  - a. the school or program chosen has a closed boundary or an optimal enrolment limit;
  - b. the school, in the judgment of the principal and in consultation with the parents, cannot meet the needs of the student;
  - c. the student has not participated in the District's pre-enrolment process by submitting his/her District passport by the required date; or
  - d. it is after the first instructional day of the school year.

Notwithstanding 8c above, a student enrolled at a given school as of June 30 of a school year remains the responsibility of that school for the ensuing school year, unless the student is changing schools providing that they meet any relevant admission criteria.

9. Principals, in consultation with District Planning staff, may establish closed boundaries or an optimal enrolment limit for their school or for one or more programs in their school.
10. Where a school has a closed boundary or an optimal enrolment limit, the sibling of a student already in attendance at a school shall be permitted to enrol in the same school if both siblings will be enrolled in the school at the same time, and the sibling wishing to enrol meets any relevant admission criteria. \* **See Addendum 1**
11. In a school or program with an optimal enrolment limit, the admission of new students from outside the attendance area shall be governed by a process that allows an equal chance of admission to all eligible students. The random selection process shall be conducted on the date specified in the annually published pre-enrolment process.

12. A school or program with an optimal enrolment limit shall not contact students who were not successful in gaining admission through the random selection process referred to in number 11 above to offer enrolment for the upcoming year.
13. International students and students residing outside the City of Edmonton who are not already enrolled at a school may be refused enrolment for the upcoming year if the specific school has closed boundaries or an optimal enrolment limit.
14. There is an expectation that all students will complete high school within three years of completing Grade 9. Students who are not yet 20 years of age on September 1 and who wish to enrol for additional programming may be accommodated:
  - a. in courses provided by Centre High Campus;
  - b. by the Learning Store outreach programs, or Argyll Home Education Centre, or Metro Continuing Education evening or Saturday classes;
  - c. in a District high school for a fourth year, providing they meet the following criteria:
    - i. able to complete their program of studies in their fourth year;
    - ii. program is offered at the same school that they attended in year three of high school, and
    - iii. meet all other conditions outlined in the *School Act*.
  - d. on an exceptional basis and with the approval of the school's principal, a student with extenuating:
    - i. medical conditions;
    - ii. special needs that cannot be met in courses provided by Centre High; or
    - iii. personal circumstances may be enrolled for a fourth or subsequent year in a District high school.

**\*Addendum 1**

Effective September 2017, this clause shall be suspended and therefore not apply, to the following schools and neighbourhoods:

- Bessie Nichols School for students residing outside of The Hamptons neighbourhood.
- Grandview Heights School for students residing outside of Grandview Heights neighbourhood.

**REFERENCES**

AB.BP - Appeals

HB.AR - Student Placement

HC.BP - Student Accommodation

HEC.BP - Student Admission to the District

*School Act* 1(1)(m), 8, 13, 44 and 60(3)(b)

*Child, Youth and Family Enhancement Act* Section 57.2