

POLICY 410: School Choice and Catchment

The Board of Education of School District No. 8 (Kootenay Lake) has established that student admission to district schools shall be guided by the following:

- The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.
- The admission process should maximize the student’s and parent’s ability to choose the school and education program which best meets the student’s educational needs.
- The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.

The Board reserves the right to alter school catchment boundaries at any time and shall determine the nature of any such changes.

1. Definitions

1.1. “catchment area student” means a person who is:

- of school age, and;
- is ordinarily resident in the catchment area of the school.

1.2. “continuing student” means a school age student in attendance at the school or a designated feeder school who is expected to continue in the educational program for the succeeding school, but does not include a non-District student, a student who withdraws or transfers from the school or educational program before the end of the previous school year, or a student who attended the previous year on a disciplinary transfer.

1.3. “District choice programs” are unique programs approved by the Board, such as Late French Immersion, Outdoor Programs, and Academies which are offered at individual schools.

1.4. “feeder schools” are schools whose students would normally proceed to the next higher grade in a “receiving school.”

1.5. “non-catchment area student” means a person of school age, resident in the School District who is not a resident in the catchment area of the school.

1.6. “non-district student” means a person of school age, resident in British Columbia who is not a resident in the School District.

1.7. “parent” means “(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the [Family Law Act](#) that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education, or (b) a person who usually has the care and control of the student or child.”

1.8. “ordinarily resident,” is the location where the student normally resides, and is deemed to be that of the student’s parent or guardian unless evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 74.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022

1.9. “previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.

1.10. “school district student” means a catchment area student or a non-catchment area student who is ordinarily resident within the boundaries of the School District.

2. Determination of Available Space and Facilities

2.1. The School Act establishes priorities for enrolment to apply If the Board determines space and facilities are available in a school.

2.2. For the purposes of the School Act, space and facilities are available to enroll a student if:

2.2.1. there is capacity to provide the student with an educational program appropriate to the student’s needs;

2.2.2. there are both physical and educational resources after reasonable enrollment projections have been made, to allow for accommodating of continuing students and district programs located in the school; and,

2.2.3. if applicable, there is a Kindergarten program adequate to accommodate the projected enrollment of catchment area students.

2.3. The Board of Trustees delegates to the Superintendent of Schools or their designate, the decisions whether space and facilities are available in individual schools and educational programs for the purposes of the School Act, in accordance with paragraphs 2.1. and 2.2.

2.4. Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors in order:

2.4.1. the operating capacity of the school, as determined by the District;

2.4.2. staff assigned to the school by the District;

2.4.3. the physical space in which instructional programs operate in the school;

2.4.4. the ability of the school to provide an appropriate educational program for the applicant and other students; and,

2.4.5. the needs of other programs located in the school.

2.5. Schools will be organized to provide space for a new catchment cohort of sufficient size to allow the sustainable operation of the school in future years. The size of the new catchment cohort will be established by the Superintendent of Schools or designate.

2.6. Schools at, or approaching, capacity may be designated as ‘full’ by the District. Management of enrolment at schools determined to be full will be overseen by the District. The acceptance of any new out of catchment and/or late transfer applicants will be severely restricted and possibly

prohibited altogether at these school sites.

2.7. If space and facilities are determined to be available, enrollment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and other application requirements are met:

2.7.1. Firstly, any students in attendance in the previous year at the school or continuing on to the secondary or middle school from the feeder elementary school;

2.7.2. Secondly, new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the middle or secondary school from the feeder elementary school;

2.7.3. Thirdly, new non-catchment area students, provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;

2.7.4. Fourthly, new non-district students provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;

2.8. Students who apply after the deadlines will be considered in priority order after students who registered prior to the set deadlines have been placed.

2.9. Waitlists will be established for those not accepted, to be maintained until September 30th.

2.10. Re-evaluation of space availability will take place periodically from the last Friday in March until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.

2.11. Applicants for enrolment in District choice programs will be separately prioritized.

3. Tie-breaking

When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the Board, the Superintendent or the Superintendent's designate to determine priority.

4. Guarantee of an Educational Program

School District students who apply for enrolment in an educational program will be provided with an educational program in the District, unless a parent of the student consents to a placement outside the School District.

5. Commitment

5.1. Students may apply for more than one educational program but may only be enrolled in one. When a student is offered and accepts enrollment in an educational program (in or out of the District), applications for the other programs become invalid.

5.2. The Superintendent or designate is authorized to enter into reciprocal agreements with other

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School Districts to review waitlists and enrollment information in order to enforce this policy.

6. Program Requirements

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

7. Discretionary Acceptances: Suspended or Expelled Non-District Students

7.1. Enrolment applications from non-District children may be refused, to a child 16 or older if that student is refusing to comply with the code of conduct or other rules and policies of the Board, or has failed to apply themselves to their studies or is under suspension from a B.C. school and/or has been refused an educational program by a B.C. public school as per s.85 (3) of the School Act.

7.2. Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.

8. Communication

Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the School District.