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POLICY JFB

STUDENT ENROLLMENT & TRANSFER

Underlying Principles

Students are normally enrolled in the school closest to their home within the attendance area determined by the School Board. At the same time, the New Frontiers School Board recognizes the right of parents to choose the school which best meets the student's needs whether these services are provided within the schools of the Board or externally.

The right of parents or students of full age to exercise their choice of schools within the Board cannot supersede the priority given to community schooling as specified in Article 239 of the Education Act. The conditions of student enrollment and transfer, within the youth sector, are therefore governed by this Policy.

Student Enrollment

In accordance with Article 4 of the Education Act, every student or their parents if the student is not of full age, has the right to choose, every year, the school that best reflects their preferences from among the schools of the School Board whose jurisdiction the student comes under that provide services to which the student is entitled.

The Governing Boards will be advised of the enrollment criteria, or changes to same, at least 15 days before the beginning of the student enrollment period each year.

Enrollment Criteria

The right to choose a student's school cannot prevent other students from attending the community school in their attendance area. The attendance area for each school is determined by the School Board. Following are the limitations on choice of schools outside of the student's attendance area but within the School Board:

- The choice of school is made on an annual basis during the established registration period except when a student moves into the School Board's territory or a school's attendance area during the school year.
- The choice of a school outside of the student's attendance area must be made through and approved by the Director responsible for Educational Services.
- The choice of a school outside of the student's attendance area cannot create oversized classes, oversized grade levels or oversized cycle levels within the chosen school.
- The exercise of this right does not entitle the student to transportation other than that which is already provided to the school within the student's attendance area.
- The exercise of this right does not guarantee that the student will receive the same type or level of services which were provided at the student's former school.

The School Board may make exceptions to these criteria to establish a school for the purpose of a specific project as provided for in Article 240 of the Education Act.

Student Transfer

Student transfer is defined as the enrollment of a student in a school outside of the attendance area determined by the School Board. There are two types of student transfer. Inter-school transfer refers to transfer to another school within the School Board's territory. Extra-territorial transfer refers to transfer to a school which is outside of the School Board's territory. Transfers are either initiated by the parent, or student of full age, or by the School Board itself.

Inter-School Transfer

- When initiated by the parent or student of full age, an application for transfer is made to the Director responsible for Educational Services by March 1st of the preceding school year on the forms and in the manner prescribed.
- A conditional decision will be rendered by the Director responsible for Educational Services within 60 days of the application in compliance with the enrollment criteria listed above.
- Final confirmation of inter-school student transfers can only be effected following the confirmation of student populations on the first day of school.
- Should a new student move into the attendance area of the school, who would be displaced by the transferring student, the transfer may be reversed up to and including the second day of school.
- The School Board reserves the right to deny an inter-school transfer based on the enrollment criteria established in this Policy.

Extra-Territorial Transfer

- When initiated by the parent or student of full age, an application for transfer is made to the Director responsible for Educational Services on the forms and in the manner prescribed by March 1st of the preceding school year.
- The interboard agreement, which is required for such a transfer, must be approved by both the sending and the receiving board to take effect.
- The interboard agreement has a duration of only one school year and must be applied for on an annual basis.
- The School Board reserves the right to deny the renewal of an interboard agreement based on the enrollment criteria established in this Policy.

Board-Initiated Transfers

The School Board may elect to transfer a student or students to another school in its territory or to a school in the territory of another school board. The primary purpose of such transfers is to provide the best possible services to meet the needs of each student, while maintaining a high standard of service to the student population as a whole within each of the communities served by the School Board.

The most common reasons for transfer are for placement in programs that address specific student needs, the provision of special needs services and actions taken by the Discipline Board.

The Board reserves the right to transfer students to prevent oversized classes, grades, or cycles which might occur at the beginning of the school year. Failing voluntary transfers as chosen by parents, normally the last students to register for the grade or cycle will be the first to be transferred.

Whenever a student transfer is initiated by the School Board, transportation is provided to the student's new school and paid for by the School Board.

End.