

## Out-of-Catchment Procedure

### RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil as defined in the Education Act.

The board allows for out-of-catchment requests on an annual basis. The criteria for determining schools open to out-of-catchment requests includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is NOT experiencing significant new development pressures.
- If the school is NOT undergoing a boundary review in the upcoming year.
- If the school is NOT currently holding students for a new school.
- If the school does NOT offer a French Immersion program.
- If the school is NOT involved in a pupil accommodation review during the upcoming school year.

The list of schools open to out-of-catchment requests are reviewed and updated annually on the board's website.

The list of schools closed to out-of-catchment requests are reviewed and updated annually on the board's website.

Schools closed to out-of-catchment do not accept applications and do not generate a wait list.

### TERMINOLOGY:

*Extraordinary Circumstance:* Unusual situation which is not ordinary for an Out-of-Catchment application.

*In-Catchment School:* The school that students are eligible to attend based on the geographic area in which they reside.

*Out-of-Catchment:* The request to enrol at a school that is not the designated school within the geographic area in which a student resides.

*Unique Accommodation Pressure:* A situation in which available instructional spaces at a school, either by room design or due to programs offered (e.g. special education, system programs) does not truly reflect how the school is being utilized as defined by Ministry of Education calculations – enrolment versus capacity.

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### PROCEDURES:

#### 1.0 Elementary Out-of-Catchment Process

- 1.1 On the Monday of the last week of January, the Out-of-Catchment process including applications and a list of closed/open schools will be posted on HWDSB's website.
- 1.2 Applications are due for consideration to start the following school year on the last Friday of the third week in February.
  - 1.2.1 Application received after this date will not be reviewed until the third week of September by the Principal, in consultation with their Superintendent of Student Achievement and Planning and Accommodation staff.
- 1.3 Applications will be reviewed and decisions made by the Principals, in consultation with their Superintendent of Student Achievement, during the last week of February and the first week of March.
- 1.4 Families will receive notification of either acceptance or declination of their application on the Friday of the first week of March.
- 1.5 Schools must retain three (3) pupil places per grade for registrations, from students residing In-Catchment, up to and including September 30.
- 1.6 Out of Catchment applications may not be approved if doing so results in the addition of staff or the need for a portable.
- 1.7 The listing of schools that are open or closed to Out-of-Catchment will be posted on HWDSB's website on the Monday of the last week of January.
- 1.8 Schools closed to Out-of-Catchment do not accept applications and do not generate a wait list or make referrals to their Superintendent of Student Achievement.
- 1.9 Students that move during the course of the school year or switch from a French Immersion program to English, will be allowed to attend their current school for the remainder of the school year, (even if their current school is closed to Out-of-Catchment). These students must attend their In-Catchment school for the following school year.
- 1.10 All schools with French Immersion are closed for Out-of-Catchment for Grades Kindergarten to 8 for both English and French Immersion tracks.

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1.11 French Immersion commences in Grade 1. The Kindergarten boundary in a dual track school is the English boundary.

### 2.0 Secondary Out-of-Catchment Process

2.1 On the Monday of the last week of January, the Out-of-Catchment process including applications and a list of closed/open schools will be posted on HWDSB's website.

2.2 Applications are due for consideration to start the following school year on the last Friday of the last week in February. No application will be accepted after this date.

2.3 Applications will be reviewed by a committee made up of Principals and Superintendents of Student Achievement during the first week of March.

2.4 Families will receive notification of either acceptance or declination of their application on the Friday of the first week of March.

2.5 Consideration of Out-of-Catchment requests is based on:

2.5.1 School operating capacity; and

2.5.2 Ensuring balanced enrolments across the Board in support of the Secondary School Program Strategy.

2.6 The listing of schools that are open or closed to Out-of-Catchment will be posted on HWDSB's website on the Monday of the last week of January.

2.7 Schools closed to Out-of-Catchment do not accept applications and do not generate a wait list or make referrals to their Superintendent of Student Achievement.

2.8 All secondary schools with French Immersion are closed to Out-of-Catchment applications for the French Immersion track.

2.9 The Principal of the school accepting Out-of-Catchment applications must ensure there is clear and timely communication with the In-Catchment school (or last Secondary School attended).

2.10 Principals will send a copy of all Out-of-Catchments approved forms to the Transportation Department, as the student is not eligible for transportation.

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- 2.11 Schools should refer to the relevant Power School manual for instructions related to student records (E-0174, Entering Grade 8's Secondary Destinations; S-0910, Scheduling Next School Indicator).
- 2.12 Should there be more applicants than space, there will be a lottery to determine acceptance.
- 2.13 Acceptance as Out-of-Catchment is until graduation or the student withdraws from the school.
- 2.14 An Out-of-Catchment application **MUST** be completed if a student wants to enrol in an SHSM host school prior to Grade 11.
- 2.15 An Out-of-Catchment application is **NOT** required if the SHSM host school is a temporary school for the student to complete major credits for the program. The student would return to their In-Catchment school to complete other requirements.