

## Administrative Procedure 305

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# STUDENT REGISTRATION – BOUNDARY PROCESS

## Background

The District recognizes that a school age resident of British Columbia may enroll in an educational program in any District and attend any school, providing there is space available and an appropriate program can be provided for the student at no extra cost to the District.

While supporting school choice for students and parents, the District also believes that educational interests are usually best served by attendance at a local catchment school.

Students living within an attendance zone will normally attend the school in that catchment area. Parents may, however, request that their child attend a school or program outside their designated catchment area.

All students will be treated in a fair and equitable manner with respect to District placements. Decisions relating to requests for placement will be made in accordance with the following procedures.

## Definitions

**Assigned School:** The school designated by the Board based upon the student's place of residence subject to space availability.

**Catchment Area:** In relation to a school, is the geographical area established under Section 75.1 of the [School Act](#) that defines the boundaries of a school to which a student has first priority to attend, as defined by the District's school boundary descriptions.

**Catchment Area Child:** A person who is (a) of school age, and (b) resident in the catchment area of the school.

**Completed Application:** A registration form, either submitted online, or in paper form, with supporting documents as outlined in [AP 300: Entry to an Educational Program](#) verifying the guardian's citizenship status, the British Columbia residence address, their guardianship status, as well as the child's age.

**Continuing Student:** A student who was in attendance at the school during the previous school year.

**Cross Boundary Student:** A student wishing to attend a school outside of their District catchment area. Cross boundary students are required to submit an application when moving from one school level to the next if continuing outside of their District catchment area.

District Student: A catchment area child or a non-catchment area child who resides in the District.

District Program: The catchment area for a District program is defined to be the entire District.

Enrolment: A student is enrolled when the school gives permission for the student to attend and enters them into the school's register.

Feeder Schools: The catchment "Feeder" schools and their associated "receiving" schools are identified in the District's established boundary descriptions.

Non-Catchment Area Student: A person who is of school age, resident in the District, and not resident in the catchment area of the school.

Non- District Student: A person who is of school age, resident in British Columbia, and not resident in the District.

Previous School Year: As defined in the [School Act](#), means the school year previous to the school year for which the person is applying to enroll in the educational program.

School Placement List (Catchment Students): A school list identifying newly arriving students who reside in the District and have been placed at a nearby school since available space, facilities or resources are not available at the student's catchment school.

School Wait List (Transfer Students): A school list that identifies and prioritizes the first-time transfer applicants who reside in British Columbia and have not been given permission to attend a requested school due to the lack of available space and facilities at the time of application.

Transfer Student: A non-catchment or non-District child who applies to attend a school or program other than their catchment school.

## **Procedures**

1. Section 74.1 of the [School Act](#) establishes priorities for enrolment to apply if the District determines that space and facilities are available in a school.
  - 1.1. Space and facilities are available in a school for purposes of Section 74.1(6) and (7) of the [School Act](#) if there is excess capacity, taking into account both the physical and instructional resources, after reasonable enrolment projections have been made to allow for the accommodation of new catchment students, students returning from prior years, students enrolling in District programs, students incoming from designated feeder schools and children enrolling in kindergarten who live in the catchment area of the school.
2. The principal shall determine available space within the school, based on program capacity, including consideration of the following factors:
  - 2.1. The operating capacity of the school as defined by the District.
  - 2.2. The level of staff assigned to a school.
  - 2.3. The physical space in which to operate instructional programs.
  - 2.4. The ability to provide appropriate educational programs for the applicant and other students; and

- 2.5. The needs of other programs located in the school.
3. When a parent requests that their child attend a school or program outside of the designated catchment area, the prescribed '[Cross-Boundary Form](#)'. (Form 305-1) must be used.
  4. Parents exercising the option of sending their children to schools other than those normally serving the areas in which they reside shall be wholly responsible for any transportation arrangements and costs.
  5. After enrolment of continuing students, and if the required space and facilities are determined to be available, applications from new students will be accepted in the following order of priority provided that application deadlines and other requirements have been met:
    - 5.1. A catchment area student.
    - 5.2. A non-catchment area student.
    - 5.3. A non-District student.
  6. If space and facilities are inadequate to accommodate all continuing students, continuing students will normally be re-enrolled in the following order of priority:
    - 6.1. A continuing non-catchment area student.
    - 6.2. A continuing non- District student.
  7. With reference to Section 74.1(4) of the [School Act](#), the application dates are as follows:
    - 7.1. The first date that new 'Catchment,' and 'Cross-Boundary' Application forms will be received at a school will be the first school day in January of each year, after school re-opens following Winter Break.
    - 7.2. All applications for catchment school registration, including siblings of current students, are to be received at the catchment school no later than February 18.
    - 7.3. 'Cross-Boundary' and students outside the District must apply for registration at the requested school no later than May 15.
    - 7.4. In the event that the District may not be able to accommodate a catchment student within the catchment school, the student will be placed on a 'School Placement List' prioritized by date and time of application. The District will accommodate the student at a neighbouring school until such time as space is available.
    - 7.5. If the number of 'Cross-Boundary' and students outside the District's applications warrant, the principal will establish a 'School Wait List' for first time transfer applications. The District will inform parents on or before June 15 if their application is accepted, denied, or deferred to a later date. The list will prioritize students in accordance with their category (Cross-Boundary and students outside the District) and the date and time of their application. The principal will maintain this list until September 15 of the upcoming school year.
      - 7.5.1. This rule does not apply to alternate programs.
    - 7.6. During the summer months when schools are closed, parents with questions regarding the registration process are welcome to contact the District Office at:

School District No. 35 (Langley)  
4875 - 222<sup>nd</sup> Street  
Langley, BC V3A 3Z7  
Phone: (604) 534-7891

- 7.7. Late applications will be prioritized as set out in Section 2.2 of the [School Act](#) up until the first day of the school year. Applications will be adjudicated periodically until September 15 to accommodate the maximum number of requests depending upon available space and facilities.
8. When applications made within the appropriate registration periods have the same priority (after application of any permissible sibling preference) the priority between them will be determined by time and date of completed application.
9. Families with students of siblings will be notified in advance of families with students without siblings, due to priority being given to students of families with siblings.
10. Continuing students within the same school (except for non-District students) are not required to re-apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. Continuing non-District students may be required to submit an application form annually.
11. 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.
12. Enrolment applications from non-District students may be refused if the student is under suspension from a B.C. public school or District; or has been refused an educational program by a B.C. public school or District under Section 85(3) of the [School Act](#) for refusing to comply with the [Student Code of Conduct](#) and other rules and policies of the District or has failed to apply themselves to their studies.
- 12.1. Such applications will be referred to the Superintendent for a decision on admission. Admissions may be subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the Principal or Superintendent.
13. Subject to the [School Act](#), when one sibling is enrolled in or admitted to an educational program in a school (other than as a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This status does not apply where the siblings will not be attending concurrently.
14. The District recognizes that when District programs exist that are located outside a student's designated catchment area, the District shall be considered the catchment area for that particular program. [Administrative Procedure 306 – Admission to Choice Programs](#) governs application for a District program.

Reference: Sections 1, 2, 3, 3.1, 7, 20, 22, 65, 74, 74.1, 74, 75.1, 85 School Act

Adopted: May 20, 2003

Revised: September 24, 2013; December 15, 2020; December 8, 2023, December 6, 2024