



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: School Attendance Areas **Regulation Code:** BA-7.1.1
Section: Business and Administrative Services **Policy Code Reference:** BA-7.1

Established: January 20, 2000

Revised or

Reviewed: September 28, 2006; January 7, 2014; January 28, 2020; October 24, 2023

1. OBJECTIVE

Kawartha Pine Ridge District School Board (KPR) will establish and maintain school attendance areas that are viable, sustainable and efficient, while providing a suitable and equitable range of learning opportunities in KPR schools and promoting a strong sense of community and continuity. Changes in student enrolment, program demands, new school construction and other factors may result in the need for changes to school attendance areas. The intent of this administrative regulation is to provide guidelines and expectations concerning the establishment and review of school attendance areas. This administrative regulation is to serve as a guideline in reviewing school boundaries outside of the Pupil Accommodation Review Process.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Community Engagement Process

The community engagement process will serve as a communication forum. The process itself may include, but is not limited to information sharing, feedback gathering, consultation.

Holding Area

A holding area is a geographically defined region that is subject to development application(s) (e.g., draft plan of subdivision, site plan application) that will generate residential units and is projected to generate a student yield that the local neighbourhood school(s) cannot accommodate. Holding areas are temporarily assigned to holding school(s) with available facility and site capacity.

Holding School

A holding school is a facility that holding areas are assigned to attend temporarily. Holding school(s) are not intended to be a long-term accommodation solution. Some holding schools may serve multiple holding areas over time based on their ability to accommodate student enrolment. Some holding areas may be geographically redefined over time and assigned to more than one holding school.

Home School

Home school refers to the school the Board assigns a student to attend for regular programming (i.e., English stream) based on the location at which the student resides. Students are expected to attend their home school, unless they are registered in a specialized program (e.g., French Immersion, Integrated Arts, International Baccalaureate) located outside the attendance area of their home school.

Overflow School

Overflow school refers to the school that an overflow student has been directed to for a specified period.

Pupil Accommodation Review

A Pupil Accommodation Review is a community consultation process required by the Ministry of Education where a school closure and/or consolidation is being considered to address changing demographics, enrolment, programming, and facility condition challenges facing a school or schools in a particular area under review.

School Attendance Area (also referred to as School Boundary or School Catchment)

School attendance area refers to the geographical area where the boundaries of which are designated by a Board of Trustees motion to provide for the educational needs of the students in the area. If a specialized program(s) is also located in the school, then students who register in that program(s) may live outside of the school's attendance area.

3. APPLICATION

This administrative regulation applies to the Board of Trustees, senior administrative staff, Planning Services Department staff, and school communities to provide guidance in the establishment and adjustment of school attendance areas.

4. RESPONSIBILITY

The Board of Trustees is responsible for establishing school attendance areas and to approve adjustments to school attendance areas, when necessary.

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

The Superintendent, Business and Corporate Services and the family of schools superintendent(s) are responsible for reporting to the Board of Trustees any information

related to the establishment of school attendance areas and/or adjustments to school attendance areas, program offerings and grade cohort changes.

The family of schools superintendent is responsible for the facilitation of the community engagement process, and to facilitate communications to the school community when adjustments are made.

Planning Services is responsible for completing an annual system-wide accommodation study, identifying current student enrolment, enrolment projections, programming and school capacity and providing recommendations related to school attendance areas and/or adjustments to school attendance areas.

5. PROCEDURE

5.1 Student Accommodation Planning

- 5.1.1 Planning Services will complete a system-wide accommodation study each year showing student enrolment, enrolment projections, school programming and school capacity.
- 5.1.2 Planning Services shall ensure that municipal official plans and comprehensive zoning by-laws, as well as municipal development plans (e.g., draft plan of subdivisions, site plan applications) are reviewed for student accommodation and transportation needs. Appropriate comments and conditions will be submitted to the municipal authority to ensure that current and future student requirements are being met. Sample conditions are described in Appendix A.

5.2 School Attendance Areas

- 5.2.1 School attendance areas will be established for each school taking into consideration:
 - natural geographic boundaries,
 - efficiencies in bus transportation and walk zones,
 - road patterns,
 - demographics,
 - relative locations of schools,
 - municipal boundaries, and
 - amount of accommodation provided by permanent school facilities.
- 5.2.2 It is expected that students will attend the elementary or secondary school in the attendance area in which they reside, or a school to which they have been admitted in a specialized program, defined special education program or a school in which they are accommodated in a holding school/overflow

school. Student transfer requests are to be made in accordance with Administrative Regulation BA-7.1.2, Student Transfers.

- 5.2.3 To make use of available space, and to accommodate programs and enrolment shifts, students may be moved to an alternate school(s) for one or more years.

5.3 School Attendance Area Reviews

A school attendance area review will be conducted to establish the attendance area of a new school. Further, it is recognized that school attendance areas may require adjustment from time-to-time. A school attendance area review, which may also include a review of program offerings and grade cohorts, will be completed in accordance with Section 5.3 of this administrative regulation.

5.3.1 System-wide Accommodation Study

- 5.3.1.1 Planning Services staff will conduct an annual system-wide accommodation study, including a review of the existing school attendance areas. The following factors will be considered:

- the projected enrolment growth/decline,
- the location of specialized programs,
- the need to accommodate students who live in a holding area(s),
- the need to accommodate overflow students,
- site capacity considering space for adequate parking, portable classroom location, etc.,
- existing attendance areas,
- the location and proximity of adjacent schools and students,
- natural (e.g., waterway) and constructed (e.g., road, railway tracks) boundaries,
- minimizing the need for transportation services, and maximizing school walk zones.

- 5.3.1.2 Following the system-wide accommodation study, and prior to October 31 of that year, the Superintendent, Business and Corporate Services, and the family of schools superintendent will identify schools that may be proposed for attendance area adjustments, program changes and/or grade cohort changes to the senior administrative team and the Board of Trustees. Planning Services will prepare an initial report which will rationalize the need for a school attendance area, program offering and/or cohort review. The report will provide all relevant background information, potential timelines, and other information for

consideration. The report will be used as the basis for community engagement.

5.3.1.3 Notwithstanding Sections 5.3.1.1 and 5.3.1.2, Planning Services staff will continue to monitor attendance areas on an ongoing basis and may propose additional attendance area reviews throughout the school year. A timetable for such review will be established on a case-by-case basis.

5.3.2 Steering Committee

5.3.2.1 A Steering Committee will be established, and is to be comprised of the following staff positions:

- family of schools Superintendent
- Superintendent, Business and Corporate Services
- Manager, Planning Services
- Manager of Operations, Student Transportation Services of Central Ontario
- Planning GIS Technician, Planning Services
- Other staff members will be consulted on an ad hoc basis, e.g., senior administration, Executive Officer, Communications and Corporate Affairs, Executive Officer, Facilities Services, Senior Manager, Communications and Community Outreach, and/or principal(s) of the affected school(s)

5.3.2.2 The role of the Steering Committee is to:

- guide the review process;
- prepare and present reports/materials to senior administration staff, Board of Trustees, and other staff as required;
- facilitate community engagement;
- review community input/feedback; and
- determine the final recommendation for the Board of Trustees' consideration.

5.3.3 Community Engagement

5.3.3.1 The family of schools superintendent and Planning Services staff will meet with the respective school principals/vice-principals and school councils regarding any proposed attendance area, program, and/or grade cohort changes.

5.3.3.2 A minimum of one public engagement meeting is to be held.

- 5.3.3.3 Public meeting(s) will be held in one of the affected schools (where space allows) or the local secondary school.
- 5.3.3.4 A minimum of 14 calendar days notice of the date and location of all public meetings will be given to the community. Notice will be provided by utilizing the Board's website and social media outlets. Further notice will be given in a manner deemed appropriate by the family of schools superintendent but may include distribution of information through the affected schools, newspaper advertisements, etc.
- 5.3.3.5 These meetings should be completed by December 31 for a change effective the following September.

5.3.4 Recommendation and Approval

- 5.3.4.1 Recommended changes to attendance areas, programs, and/or cohorts are to be presented to the Board of Trustees for approval prior to January 31 for a change effective the following September.
- 5.3.4.2 Notwithstanding Section 5.3.4.1, the Superintendent, Business and Corporate Services, following consultation with the Director of Education and family of schools superintendent, is authorized to make minor changes to attendance areas, for purposes of increased transportation efficiencies, etc. Students impacted by the minor changes will be given the opportunity to remain at their original home school. The Superintendent, Business and Corporate Services will report annually to the Resource Committee of any minor changes made to the attendance area(s).

Minor changes refer to a school attendance area adjustment limited in geographic area and will result in limited impact on existing and future students.

- 5.3.4.3 Students/families who are affected by approved attendance area changes will be notified in writing by the family of schools superintendent prior to March 31 for a change effective the following September.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-7.1, Student Accommodation Planning](#)

Administrative Regulations:

[BA-7.1.2, Student Transfers](#)

[BA-7.1.3, Holding Areas and Holding Schools](#)

[BA-7.1.4, Overflow Schools](#)

[BA-7.1.5, Portable Classrooms](#)

[BA-7.1.6, Closed Classrooms](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act, Section 171\(1\).7](#)

Other Documents:

[Ministry of Education Pupil Accommodation Review Guideline \(April 2018\)](#)

8. APPENDICES

[School Attendance Areas: Appendix A: Draft Plan of Subdivision/Site Plan Conditions](#)