

## **Administrative Procedure 305**

# **School Attendance Areas**

### **Background:**

The Division may establish attendance areas for effective use of school facilities. The Division believes that at times it may be required to develop attendance area boundaries in order to ensure the program viability of existing schools in their respective communities.

### **Procedures:**

1. Schools within Lloydminster Public School Division are not defined by an attendance area unless deemed necessary by the Director of Education.
  - 1.1. The Director will annually review projected school enrollments and determine the need to establish attendance areas for specific schools.
2. Schools that are deemed to have a designated attendance area will only allow students who reside within their attendance area to register unless previous permission has been granted to the student by the Director of Education.
  - 2.1. Students wishing to register in a school defined by an attendance area shall provide the school with the legal land description or address of their residence.
3. Students may be directed to attend a school other than a student's designated school, outside the attendance area, where the educational needs of a special needs student cannot be met in the designated school and the prospective and receiving school has appropriate and available accommodation.
4. Permission to attend a school defined by an attendance area shall be granted where educational needs of the student can be met provided the parents provide their own transportation and provided there is appropriate and available accommodation.
  - 4.1. The Director shall review the request received. The following factors will be considered as part of the approval process:
    - 4.1.1. size of class to receive transfer
    - 4.1.2. reasons for the request
    - 4.1.3. attendance record

4.1.4. ability to provide program needs

5. Direction to attend an out-of-area school shall continue from year to year provided that the conditions under which the direction was granted continue to exist.
  - 5.1. Where the conditions under which direction was granted cease to exist, the direction to attend an out-of-area school is immediately revoked.
  - 5.2. Principals are responsible for advising the Director whenever an out-of-area student ceases to meet the conditions for continued enrollment.
6. When a student has been accepted into a school of choice, the student must be allowed to continue to the highest grade offered at the school.

**Reference:**

Section 85, 87, 108, 109, 156, 175, 194, Education Act

**Revised:**

June 2009

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