

**INTRA-DISTRICT SCHOOL PLACEMENT****Category:** Educational Services**Effective:** January 2022**Policy Statement**

A system of school zones shall be used as the determining factor for deciding the school which a pupil may attend within the School District. Parents or guardians may be given permission by the Director of Schools to place their child(ren) in a school other than the school(s) in their zone, subject to conditions.

**Procedures**

1. Parents or guardians who wish to request placement in a school other than that for the zone of residence shall complete the Request for Intra-District School Placement form, stating the reason(s) for the request.
2. All Inter-District School Placement requests will be reviewed by the Director of Schools for the area in consultation with School Principals. Consideration of the requested placement may be approved for part or all of the school year if:
  - a. there is space in the school for which attendance is sought,
  - b. the move does not seriously affect the class that the child would normally attend, (perceived impact shall be discussed by DOS and School Principal)
  - c. the parents/guardians provide their own transportation for their child,
  - d. the move is consistent with other policy.
  - e. the move serves a justifiably defined need or purpose.
3. Permission to place children outside their zone is only given on a year-by-year basis. Parents shall re-apply each year to request permission. Permission granted in one year does not guarantee that such permission will be granted in subsequent years.
4. The Director of Schools may place any child in a particular school for specific educational reasons.
5. Students may be required to return to their zoned school should circumstance change. This could occur throughout the school year. The Director of Schools will contact the parent of any child that is required to return to their zoned school to share reasons and timelines.
6. In the event that a French Immersion student transfers from the French Immersion program as per ASD-W Policy 309-1 French Second Language Programs - Exemption / Transfer, the student shall be enrolled in the appropriate catchment school.
7. Parents will be informed that approval for the request is granted on a year to year basis.
8. If the request is denied, the parents/guardians shall be informed and advised that the decision may be appealed according to the Appeal Policy.

**Reference**

- [Education Act Section 9, 11\(1\), 11\(4\)](#)
- Department of Education and Early Childhood Development [Policy 321: Admission Based on Language](#)