

<b>TOPIC:</b>	<b>Secondary Optional Attendance</b>
<b>EFFECTIVE:</b>	<b>December 2010 (revised January 2012)</b>
<b>CROSS-REFERENCE:</b>	
<b>REVISION DATE:</b>	<b>September 2012</b>
<b>RESPONSIBILITY:</b>	<b>Superintendent of Education (Respective Family of Schools)</b>

### **APPLICATION FOR SECONDARY SCHOOLS – Gr. 8 into 9**

Although it is a general expectation that students attend the secondary school designated for their attendance area for their grade nine year, there are a number of reasons that students may wish to consider attending a different secondary school thereafter.

There is a specific application form required for Grade 8 to Grade 9 optional attendance. It is available only at the student's designated home secondary school. Applicants are expected to discuss the programs of the **home high school with the principal of that school**. Generally, decisions will be forwarded to applicants by **the first week of March**; however some decisions may be held pending confirmed enrolments.

### **APPLICATION MANAGEMENT - GRADE 8 INTO GRADE 9:**

1. During the **second week of January**, elementary schools will communicate to parents regarding optional attendance for Grade 8 to Grade 9 – **Appendix H. Applications – Appendix G - must be distributed by the designated home secondary school only**. Completed applications are to be returned to the designated home secondary school prior to the second Friday in February.
2. Area meetings, North, East and West, are to be held by the appropriate Superintendent(s) during the **last week of February** and attended by the principals of each of the area secondary schools. Decisions regarding all applications will be made at this meeting. These decisions will be communicated **by the requested secondary school Principal** to: the applicant – **Appendix G and attach Appendix I**, the **home school**, the **requested school Superintendent (denied only)**, and the current elementary school by **the first week of March**.
3. Late and mid-year applications will be considered jointly by the Principals of the home and requested schools subject to available student spaces.
4. Appeals to reconsider an application are permitted in situations where “extraordinary circumstances” need to be assessed. Appeals are to be submitted by parents, in writing, **to the requested secondary school Superintendent of Education** with a copy to the home school Principal. Decisions regarding appeals are made in consultation with the Principals involved and communicated to the applicant by the Superintendent of Education. The decision of the Superintendent is final.
5. The key factor in the consideration of both the applications and the appeals is to ensure that there is no significant negative impact on the enrolments or internal resources of either the home or the requested school or their capacity to provide viable programs (i.e. French Immersion).
6. Teachers and support staff in all schools need to communicate the equality of outcomes of all our Grade Nine programs and the expectation that students attend their designated home schools to all students and parents. **Families inquiring about optional attendance should be directed to the Principal of the designated home secondary school**. Interviews with school personnel in the requested school should be arranged only upon approval of the optional attendance application.
7. Administrative Council may close schools to optional attendance. Closed means no optional attendance would be approved excepting extraordinary circumstances as determined by the appeal process outlined previously.

## **SECONDARY OPTIONAL ATTENDANCE TIMELINES**

- 2<sup>nd</sup> week of January** Elementary Schools communicate to parents of Grade 8 students information regarding optional attendance – **Appendix H**  
Applications distributed by designated home secondary school only – **Appendix G**
- Prior to 2<sup>nd</sup> Friday of February** Completed applications returned to home secondary school
- Last Week of February** Area meetings held by Superintendent & Principals. Decisions regarding all applications made at this time and communicated by March 1st, **Appendix G** (attach **Appendix I**)
- Prior to end of June** Appeal decision letter sent to parents by Superintendent of requested school – **Appendix D**



# Halton District School Board

APPENDIX G

## Application for Grade 8 into Grade 9 Optional Attendance

Procedures and Conditions 2012/13

It is a general expectation that students attend the secondary school designated for their attendance area for their Grade 9 year.

1. Application forms are to be obtained from, and returned to, the **home secondary school** by the parent or student prior to the **second Friday** in February.
2. Consideration for placement in the requested school is based on:
  - a) Availability of student spaces; b) maintenance of program viability; c) reasons for the request; d) order in which applications are received, e) availability of internal resources.
3. It is understood that:
  - a) **Approval of this request is for one year only**, and is subject to annual renewal at the discretion of the principal.
  - b) Parents requesting optional attendance will speak with the **home secondary school** principal prior to submitting an Optional Attendance application form to the **home secondary school**. Upon receipt, the home school principal will discuss and forward the application to the principal of the requested school.
  - c) If the request is granted, **the Board will not provide transportation for the student.**
4. The requested school principal will contact the applicant regarding the decision by **the first of March** -- attach Appendix I.

<i>Student I.D. #</i> _____ <i>E.S.L.: Yes ___ No ___</i>	<i>Exceptional (I.P.R.C.): Yes ___ No ___</i> <i>French Immersion: Yes ___ No ___</i>
Student's Name: _____ Application Date: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Given Names                      Surname</span> <span>Day            Month            Year</span> </div>	
Student's Address: _____ Telephone (____) _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street                      Town/City                      Postal Code</span> <span>area code</span> </div>	
Birth Date: _____ Designated Home Secondary School _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Day            Month            Year</span> </div>	
Present School: _____ Requested School: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Open _____ Closed _____</span> <span>Open _____ Closed _____</span> </div>	
Present Grade: _____ Grade Level: _____	
If granted, placement to commence _____	
<i>Date / Time Received:</i> _____ <i>Signature of Home School Principal</i> _____	
<b>Reason for Request</b>  _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name of Parent or Guardian (please print)</span> <span>Signature of Parent or Guardian</span> </div>	
<b>To be Completed by the Requested School (Attach Appendix I to Parent's copy of Decision)</b>	
Date Received _____ Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Complete one: A. Student has been accepted at _____ in _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name of School</span> <span>Program/Year/Grade</span> </div>	
Special Conditions: _____	
B. Student has not been accepted because _____  <div style="text-align: center; font-size: small;"> <i>Signature of Requested School Principal</i> _____         </div>	

When complete forward copies to: Applicant and Home School (Superintendent - denied only)



# Halton District School Board

---

David Euale, *Director of Education*

Don Vrooman, *Chair of the Board*

## **INFORMATION TO PARENTS RE: SECONDARY OPTIONAL ATTENDANCE PROCEDURES**

The Halton District School Board encourages Elementary and Secondary students to attend the school designated for families in their area. The Halton Board, however, provides to students who are residents in the Halton region the opportunity to apply for enrolment in a Halton school outside their regular school attendance area in schools where there are sufficient pupil places to accommodate them. This is referred to as optional attendance.

### **Optional Attendance for Grade Eight to Grade Nine Students**

All students are expected to attend grade nine at the **home secondary school** designated for their community. However, in exceptional circumstances, optional attendance to an alternative secondary school can be considered. If you wish to apply for optional attendance you may obtain the appropriate application **only at your child's designated home secondary school**. The completed form must be returned to the principal of the home secondary school prior to **the second week of February**. The principal may wish to consult with you directly regarding your application. Decisions will be communicated to you by **the first week of March**.

**Note:** All optional attendance requests granted, are for **one year only**. They may be renewed annually at the discretion of the principal in consideration of the school's projected enrolment and the availability of pupil places (Ministry Rated Capacity).

**Transportation is NOT provided for students who are accepted under Optional Attendance.**

## Application for Secondary Optional Attendance Procedures and Conditions

### Optional Attendance Granted

- If you have not done so already, please contact requested school in order to register and complete an option sheet.
- Transportation to and from (school) will be your responsibility as a parent. Our Board does have a Courtesy Seat policy whereby those students who are not normally eligible for bussing can apply for school buses with empty seats. If there is a bus route that is close to your house and **(Name of student)** would like to apply for a seat as a Courtesy Seat Rider on that bus, please contact the main office at **(Name of school)** at the end of September. Forms and information will be available at that time.

### Optional Attendance Denied

- If you wish to appeal this decision, please do so in writing **within 10 days** of receipt of notification. Send your appeal to the Superintendent of the **requested school** with a copy to the Principal of the **home and requested** secondary schools. Appeals are considered according to extraordinary circumstances.
- A review of student enrolment and class organizations will be completed in June. At that time space availability will be determined. Those who have appealed will be contacted with a decision in late June. The decision of the Superintendent is final.