

# Elementary Schools – Out of Area Transfer Request

## Administrative Procedure

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<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	March 2014
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<b>Review Date:</b>	June 2029
<b>Responsibility:</b>	Superintendent of Education, School Operations

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### **PURPOSE:**

Elementary schools in the Halton District School Board have the ability to support all students with academic, safety and well-being needs.

Resident Halton students, enrolled in Kindergarten through graduation, attending regular English or French Immersion programs at schools other than those designated for their place of residence, do so by way of out of area transfer.

The Elementary Out of Area Transfer process allows schools with physical space to be designated “open schools” to consider students out of area transfer requests in alignment with Ministry-mandated elementary class size applied during staffing.

Students granted out of area transfer are not eligible for Board transportation.

Out of area transfer does not apply to students placed by Safe Schools, an IPRC or secondary students attending regional English as a Second Language programs in a congregated school model.

Refer to the HDSB Secondary Out of Area Transfer Administrative Procedure for the process and timelines for students moving from Grade 8 to 9.

### **PROCEDURE:**

Parents/guardians are not required to reapply each year after approval from Kindergarten to Grade 8. Changing elementary schools due to regular grade transition (i.e., Grade 5 to Grade 6 or Grade 6 to Grade 7) does not require parents/

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guardians to reapply. Grade 8 to Grade 9 Out of Area Transfer requests must follow the application process as outlined in the HDSB Secondary Schools - Out of Area Transfer Administrative Procedure.

In November of each year, HDSB Administrative Council will review preliminary enrolment projections, and subsequently identify the status of schools with respect to out of area transfers for the following school year. A “Schools Open to Out of Area Transfer List” will be posted on the board website [www.hdsb.ca](http://www.hdsb.ca) (search: Transfer Schools within the HDSB).

Schools will fall into one of two different circumstances depending on the relationship between capacity and enrolment:

1. Open School - The school has space available and may accept new applications for consideration, or
2. Closed School - The school has run out of space and cannot approve new applications for out of area students.

### **Application Process - Kindergarten to Grade 8**

#### **Criteria for Approval:**

The approval of applications is dependent on the following:

- School is designated as an “Open School”;
- Compliance to Ministry Mandated Class Size\* caps is achieved;
- Availability of pupil spaces as per class size guidelines;
- School organization maintained (i.e., no new class would have to be created);
- Staffing maintained (i.e., no need to hire additional staff or increase instructional resources);
- Program placement and options maintained (e.g., no displacing of students to an alternative class placement or the depletion of a program).

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**\*Note:** The Halton District School Board is required to meet parameters set out by the Ministry of Education. The Board is required to ensure:

- Kindergarten classes are staffed at a Board-wide average of 26:2 (Teacher and Early Childhood Educator);
- Primary (Grade 1 - 3) classes are at a ratio of 20:1;
- The regional average class size for Grade 4 - 8 is 24.5:1.

### **Out of Area Transfer Process for Students in the Same Household (e.g., Siblings)**

When students are admitted to special programs (e.g., Special Education) or optional programs (e.g., French Immersion) in other schools it is not automatic that siblings will receive an out of area transfer. If an out of area transfer for other household members is desired, the application must be completed and will be subject to the standard application process.

### **Application Management:**

The Principal of the home school (including “closed schools”) initiates steps of the application and communication processes:

- Applications ([Appendix B](#)) are submitted by the parent(s)/guardian(s) to the home school and date stamped;
- Upon receipt of an application, the home school Principal may confer with the parent(s)/guardian(s) to clarify the reasons for the application and to reinforce that no decisions are made until such time as enrolments and organizations are clear;
- The home school Principal forwards the application to the receiving school Principal;
- The receiving school Principal, in consultation with the Superintendent, makes a decision;

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- The receiving school Principal notifies the parent(s)/guardian(s) by sending the completed application form ([Appendix B](#)) along with the Procedures and Conditions for Out of Area Transfer (Appendix C);
- The receiving school Principal sends copies of the completed application to the home school Principal and the receiving school Superintendent if denied;
- The Halton District School Board does have a Courtesy Seat process whereby those students who are not normally eligible for transportation can apply for school buses with empty seats. If there is a bus route that is close to your house and you would like to apply for a seat as a Courtesy Seat Rider on that bus, please visit Halton Student Transportation Services at <http://www.haltonbus.ca> for procedures and forms. Courtesy Seat decisions are usually determined over the summer. However, the Board is not required to provide transportation for students where an out of area transfer request has been approved.

### **Timelines and Process:**

#### a) For September Placement

- Applications are received at the home school between the period of January-February;
- Parent/Guardian Notification to appeal a decision must be submitted within 10 days of receipt of the denied notification (Appendices B and C). The rationale for appeal of the request cannot be solely limited to childcare arrangements;
- In some instances applications may not be approved based on school specific factors until the third week of September after final receiving school numbers are confirmed;
- Kindergarten (i.e., JK (Year 1) or SK (Year 2)) or late applications may not be approved based on school specific factors until the third week of September after final home school numbers are confirmed.

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### b) Mid-Year Applications (Elementary)

- Follow the application management process outlined in this Administrative Procedure.

### c) Late Applications For September

- Follow the application management process outlined in this Administrative Procedure;
- Any request received after February may not receive a decision until the end of September (includes Open and Closed Schools);
- Home school Principal to send Late Acknowledgment Letter to parent(s)/guardian(s) (Appendix D).

## Appeals

Appeals to reconsider an application are permitted in situations where “extenuating circumstances” need to be assessed. Appeals are to be submitted by the parent(s)/guardian(s), in writing, to the Superintendent(s) of Education of the **receiving school**. Copies of the appeal must be sent to the home school and receiving school Principal within 10 days of receiving notification of denied application. The Superintendent(s) of Education makes decisions regarding appeals, in consultation with the Principals involved, and communicates the decision, in writing, to the applicant and the schools. The decision of the Superintendent is final.

In cases where there is a medical reason for an appeal, the applicant must have their Registered Health Professional complete the “Out of Area Transfer Health Information Form” ([Appendix E](#)) and attach this form to the appeal request.

Elementary schools in the Halton District School Board have the ability to support all students with academic, safety and well-being needs.

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### System Tracking of Out of Area Transfer Approvals:

Careful tracking of the status of students attending schools under out of area transfer is critical. All students who are granted out of area transfer will be entered in the Student Information System on the registration screen by the receiving school.

### **ELEMENTARY OUT OF AREA TRANSFER APPLICATION TIMELINES**

Timeline	Process
Last Week of November	<ul style="list-style-type: none"> <li>Elementary Schools designated as Open/Closed</li> <li>Administrative Procedure, parent/guardian letter (Appendix A) and listing of Open/Closed schools posted on Board website <a href="http://www.hdsb.ca">www.hdsb.ca</a></li> </ul>
January – February	<ul style="list-style-type: none"> <li>Applications received at home school - date stamped by home school, signed off and forwarded to receiving school</li> <li>"Closed School" are automatically denied by the receiving school Principal and can be communicated to parents/guardians in <a href="#">Appendix B</a> and Appendix C at any time.</li> </ul>
March	<ul style="list-style-type: none"> <li>Late out of area transfer application acknowledgement letter sent to parent(s)/guardian(s) (on-going)</li> <li>Verify applications with school organizations, staffing and class size compliance</li> <li>"Open School" Principal and Superintendent will review applications and confer with home school Principal</li> </ul>
Mid April	Parent/Guardian Notification <ul style="list-style-type: none"> <li>Approved Applications sent to parents/guardians by Receiving School Principal</li> <li>For applications denied for reasons other than the school being a "Closed School", notification to parents/guardians will occur in mid-April</li> </ul>
May - 1st week	<ul style="list-style-type: none"> <li>Appeals received and processed by receiving school Superintendent</li> </ul>
September - 3rd week	<ul style="list-style-type: none"> <li>For open schools, Kindergarten and late application decisions may be confirmed after the final school numbers are determined.</li> </ul>

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Appendices:

**Appendix A:** Summary of Information To Parents/Guardians re: Elementary Out of Area Transfer

**[Appendix B:](#)** Application for Elementary Out of Area Transfer

**Appendix C:** Procedures and Conditions for Elementary Out of Area Transfer

**Appendix D:** Kindergarten & Late Application – Acknowledgement Letter

**[Appendix E:](#)** Out of Area Transfer Health Information Form

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### APPENDIX A

#### SUMMARY OF INFORMATION TO PARENTS Re: ELEMENTARY OUT OF AREA TRANSFER

The Halton District School Board encourages elementary students to attend the school designated for families in their area. The HDSB, however, provides 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 “Out of Area Transfer”.

Students granted out of area transfer are not eligible for Board transportation.

Out of area transfer does not apply to students placed by an IPRC or secondary students attending a regional English as a Second Language program in a congregated school model.

The HDSB Secondary Out of Area Transfer Administrative Procedure outlines the process and timelines for out of area transfer from Grade 8 to 9.

The out of area transfer process in elementary schools is initiated by contacting the Principal of your designated home school. The Principal will provide an application form and further information. The approval of out of area transfer requests is dependent upon:

- School is designated as an “Open School”
- Compliance to Ministry Mandated Class Size\* caps is achieved
- Availability of pupil spaces as per class size guidelines
- School organization maintained (i.e., no new class would have to be created)
- Staffing maintained (i.e., no need to hire additional staff or increase instructional human resources)
- Program placement and options maintained (e.g., no displacing of students to an alternative class placement or the depletion of a program)

**\*Note:** The Halton District School Board is required to meet parameters set out by the Ministry of Education. The Board is required to ensure:

- Kindergarten classes are staffed at a Board-wide average of 26:2 or 15:1 (Teacher and Early Childhood Educator)
- Primary classes (Grade 1 - 3) are at a ratio of 20:1
- The regional average class size for Grades 4-8 is 24.5:1



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### Appeals

Appeals to reconsider an application are permitted in situations where “extenuating circumstances” need to be assessed. Appeals are to be submitted by parents, in writing, to the Superintendent(s) of Education of the **requested school**. Copies of the appeal must be sent to the home school and requested school Principal within 10 days of receiving notification of the denied application. In cases where there is a medical reason for an appeal, the applicant must have their Registered Health Professional complete the “Out of Area Transfer Health Information Form” ([Appendix E](#)) and attach it to the appeal request. The Superintendent(s) of Education makes decisions regarding appeals, in consultation with the Principals involved, and communicates decisions in writing to the applicant and the schools. The decision of the Superintendent is final.

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### APPENDIX C

#### Application for Elementary Out of Area Transfer Procedures and Conditions

##### Out of Area Transfer Granted

- ☐ If you have not done so already, please contact the receiving school to initiate the transition process.
- ☐ Parents/guardians are not required to reapply each year after approval from Kindergarten to Grade 8. Changing elementary schools due to grade transition (i.e., grade 5 to grade 6 or grade 6 to grade 7) does not require parents/guardians to reapply. Grade 8 to Grade 9 out of area transfer requests must follow the application process as outlined in the HDSB Secondary Schools - Out of Area Transfer Administrative Procedure.
- ☐ Transportation to and from school will be your responsibility as a parent/guardian.
- ☐ The Halton District School Board does have a Courtesy Seat process whereby those students who are not normally eligible for transportation can apply for school buses with empty seats. If there is a bus route that is close to your house and you would like to apply for a seat as a Courtesy Seat Rider on that bus, please visit Halton Student Transportation Services at <http://www.haltonbus.ca> for procedures and forms. Courtesy Seat decisions are usually determined over the summer. However, the Board is not required to provide transportation for students where an out of area transfer request has been approved.

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### **Out of Area Transfer Denied**

- ❑ Appeals to reconsider an application are permitted in situations where “extenuating circumstances” need to be assessed. Appeals are to be submitted by parents/guardians, in writing, to the Superintendent of Education of the receiving school with copies to the home school and the receiving school Principal within 10 days of notification of application denied.
- ❑ At that time space availability will be determined. Those who have appealed will be contacted in May. The decision of the Superintendent is final.

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## APPENDIX D

(School Letterhead - Kindergarten or Late Applications)  
(Elementary Acknowledged & Distributed by Principal)

[Date]

[Name & Address]

**Re: Kindergarten (Year 1/Year 2) or Late Out of Area Transfer Application**

Dear [Name]

This letter is to acknowledge receipt of your application for **[Student's Name]** to attend **[Name of School]**, under out of area transfer for September. [We have received your Year 1/Year 2 application.] or [We have received your application after the end of February timeline]. As per our process, we will review your application at a later date.

Decisions may not be made nor communicated until after the third week in September. Students are to register and attend their home school pending a decision.

Sincerely,

[Name]

Principal

cc: [Name], Principal, [Name Requested School]

file

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### **Cross-Reference:**

### **Legislation**

#### **Ministry Policy & Program Memoranda**

Policy/Program Memorandum (PPM) 131

The Ontario Student Record (OSR) Guideline, 2000 (revised 2020)

#### **Board Policies, Procedures & Protocols**

Monitoring of Elementary Class Structures Administrative Procedure

HDSB Secondary Schools - Out of Area Transfer Administrative Procedure

### **Revision History**

- June 2025 - Updated language (including appendices) and updated criteria to align with the Board's processes
- September 2021
- March 2021
- 2018