

<b>Topic:</b>	<b>Elementary Schools – Out of Area Transfer Request</b>
<b>Effective:</b>	<b>March 2014</b>
<b>Cross Reference:</b>	<b>Monitoring of Elementary Class Structures Administrative Procedure HDSB Secondary Schools -- Out of Area Transfer Administrative Procedure</b>
<b>Revision Dates:</b>	<b>2018, March 2021, September 2021</b>
<b>Review Date:</b>	<b>March 2024</b>
<b>Responsibility:</b>	<b>Superintendent of Education (School Operations)</b>

**INTENT STATEMENT:**

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 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 K - 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 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)
- Fiscally responsible (i.e., no additional costs to the Board)
- Rationale for request is not limited to child care arrangements

**\*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 out of area transfer. If 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/time 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;
- 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.

**Timelines and Process:**

a) For September Placement

- Applications are received at the home school between the period of January-February;
- Any appeals of these decisions must be submitted within 10 days of receipt of the denied notification (Appendices B and C);

- In some instances applications may not be approved based on school specific factors until the third week of September after final home school numbers are confirmed.
- Kindergarten (i.e., JK or SK) or late applications will not be approved based on school specific factors until the third week of September after final home school numbers are confirmed.

b) Mid-Year Applications (Elementary)

- See Elementary Out of Area Transfer Administrative Procedure; follow application management process

c) Late Applications For September

- See Elementary Out of Area Transfer Administrative Procedure; follow application management process
- 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 “extraordinary 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 **requested school**. Copies of the appeal must be sent to the home school and requested 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.

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

Careful tracking of the status of students attending schools under 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**

<b>Timeline</b>	<b>Process</b>
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” Principals deny requests and communicate to parents/guardians Appendix B and Appendix C</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 Requested School Principal</li> <li>Denied Applications sent to parents/guardians and Superintendent(s) by Requested School Principal</li> </ul>
May - 1st week	<ul style="list-style-type: none"> <li>Appeals received and processed by requested school Superintendent</li> </ul>
September - 3rd week	<ul style="list-style-type: none"> <li>Kindergarten and late application decisions after final school numbers are confirmed</li> </ul>

**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

**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 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 “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 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)
- Fiscally responsible (i.e., no additional costs to the Board)
- Rationale for request is not limited to child care arrangements

**\*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 classes (Grade 1 - 3) are at a ratio of 20:1
- The regional average class size for Grades 4-8 is 24.5:1

**Appeals**

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 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.



## 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 requested school in order to register.
- Parents/guardians are not required to reapply each year after approval from K - 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.

**Out of Area Transfer Denied**

- Appeals to reconsider an application are permitted in situations where “extraordinary circumstances” need to be assessed. Appeals are to be submitted by parents/guardians, in writing, to the Superintendent of Education of the **requested school** with copies to the home school and the requested 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.

**APPENDIX D**

**(School Letterhead - Kindergarten or late Applications)  
(Elementary Acknowledge & Distributed by Principal)**

**[Date]**

**[Name & Address]**

**Re: Kindergarten 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 JK/SK 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



## THE HALTON DISTRICT SCHOOL BOARD OUT OF AREA TRANSFER REQUEST HEALTH INFORMATION FORM

**Parent/Guardian/Adult Student's Consent & Authorization**

I consent to the collection, use and disclosure of personal health information from my Registered Health Professional to the Halton District School Board pursuant to the *Personal Health Information Protection Act* and *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of providing educational programming and services pursuant to the *Education Act*. I authorize the Registered Health Professional involved with my child's treatment to provide to me this form when completed, containing information about any health related needs/symptoms/limitations/ restrictions requiring accommodation for attendance at a school other than the student's home school. I acknowledge and accept that the Halton District School Board will not be responsible for any costs associated with the completion of this form.

Name of Parent/Guardian	Signature of Parent/Guardian	Date (D-M-Y)	Initial Form	Follow-up Form
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Student's Last Name	First Name	Date of Birth	Day	Month	Year
Full Address (No., Street, Apt., City)		Postal Code	Telephone No.		
Student Grade	Student's Home School	Name of School Being Requested Through Optional Attendance			

**To be completed by the Registered Health Professional:**

Date of Examination (DD-MM-YY)	Is health treatment currently being provided? Yes	No
Date of Last Treatment Provided	Other Comments	

The Halton District School Board endeavors to provide a safe environment/ workplace for all students while meeting our mandate under the *Education Act*. In the present case, the student's parent(s)/guardian(s) or adult student is requesting permission to attend a school other than the student's home school in order to accommodate the student's needs.

**Please complete the following:**

**Diagnosis:**

Does the student have a medical diagnosis or condition that might impact academic performance and/or safety and wellbeing at school? Yes                      No

If yes, please describe how academic performance and/or safety and wellbeing might be impacted:

**Optional Attendance**

Please describe how a transfer request at a school that is not the student's home school will address the student's needs identified above and/or diagnosis:

Please describe how refusal to provide optional attendance at a school that is not the student's home school will impact the student's needs identified above and/or diagnosis and/or well-being:

Name of Health Care Professional:		Date:	
Full Address (No., Street, Apt.):		City:	Postal Code:
Phone Number:	Signature:		

Personal information is collected on this form in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M56, and is collected under the authority of the *Education Act*, R.S.O. 1990, c. E.2.

Personal information will be used for purposes related to the regular operational requirements of the educational and administrative functions of the Halton District School Board. For additional information about how the HDSB uses personal information please see the *HDSB Statement of Personal Information Practices* or, contact your school Principal.