Policy Statement

	Commission scolaire Western Québec **Western Québec School Board**	**Policy No. C-27**
SUBJECT:	**Criteria of Enrolment and the Application of School Boundaries**	
Approval Date: September 12, 2001	**Resolution No:** C-01/02-16	
Revision Date: November 17, 2014	**Resolution No:** C-14/15-80	
Origin: Council of Commissioners		

1. OBJECTIVES

In accordance with **Section 239 of the Education Act**, to establish the criteria for student enrolment and transfer within and among the board schools, and to govern the acceptance or rejection of requests made under the terms of this policy.

2. POLICY

2.1 General Eligibility

To be able to attend a school in the Western Québec School Board, students must live in the territory of that board and have attained the age of admission as defined by the Education Act, or obtained an exemption from the age requirement. Students must also have obtained a certificate of eligibility for English language education in accordance with Law 101.

2.2 Choice of School

The choice of school is governed by Section 4 of the Education Act that states: "Every student, or the student's parents if the student is not of full age, shall have the right to choose, every year, the school that best reflects their preferences from among the schools of the school board whose jurisdiction the student comes under that provide services to which the students is entitled".

2.3 Enrolment Criteria - School Boundaries

The School Board reserves the right to establish school boundaries periodically, but prior to the school registration dates, to respect the provisions of Section 239 of the Education Act as they apply to:

a) School capacity and
b) Student's place of residence

2.4 Cross-Boundary Request

Every parent or student of full age (16 years of age on June 30 of the prior school year) may request a cross-boundary transfer from their boundary school.

3. CRITERIA AND CONDITIONS GOVERNING ENROLMENT

3.1 Enrolment to a school will be based on the criteria established in the following priority, always subject to the capacity of the school, cycle, or grade

3.1.1 Students are enrolled in the school within the school boundary with the exception of centralized special classes;

3.1.2 Students who do not reside within the school boundary and have been previously granted a cross-boundary transfer to the receiving school;

3.1.3 Students who do not reside within the school boundary and who have a sibling in the receiving school;

3.1.4 Students who do not reside within the school boundary and live the closest to the receiving school.

3.2 The right to choose a school:

3.2.1 Cannot create oversized classes, oversized grade levels or oversized cycles within the requested school;

3.2.2 Does not entitle the students to transportation, with the exception under clause 3.6;

3.2.3 Does not guarantee that the student will receive the same type of programme and/or service that is provided at the student's boundary school;

3.2.4 Cannot create a staffing need or lack thereof in either the sending or receiving school, nor can the request alter the viability of a given school identified in the Deed of Establishment;

3.2.5 Cannot create any additional cost to the School Board.

3.3 The School Board reserves the right to waive the conditions outlined above should the psychological and/or social considerations of a particular case merit special consideration

3.4 Applications are made on an annual basis and are approved for 1 school year only

3.5 The School Board reserves the right, in exceptional circumstances, to transfer any student(s) to another school within its jurisdiction

3.6 Transportation

The School Board does not provide transportation to students who have been granted a cross-boundary transfer. However, transportation may be provided should all of the following apply:

a) There is an already established route
b) There is seating available on the bus
c) There is no additional cost to the school board

See Transportation Policy G-1 for applicable fees

4. DIRECTIVES RELATED TO THE APPLICATION FOR A CROSS-BOUNDARY TRANSFER

4.1 A written application for a cross-boundary transfer must be submitted to the Transportation and School Organization Department on the form prescribed by the School Board by May 1 of the preceding school year;

4.2 A final decision will be rendered after the September 30 enrolment count. However the Transportation and School Organization Department may render a decision prior to August 20.