



Attendance Boundary Reviews OPS #400.24

Adopted:	December 1, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business
Next Scheduled Review:	2026-2027

Purpose

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing the best learning environments for its students. Under Section 171 (1), s. & of the Education Act, the Board has the authority to determine the number and kind of schools to be established and maintained and the attendance area for each school. Changes in student enrolment, program demands, new school construction and other factors may result in the need for changes to school boundaries.

Application and Scope

The Board is committed to a transparent process for decision-making related to program accommodation and school attendance boundary reviews. This Administrative Procedure outlines a framework for managing attendance boundary reviews. Attendance boundary reviews are utilized provided the impacted students comprise no more than 50% of each origin school(s).

School attendance boundary reviews will adhere to the criteria outlined within this procedure but will allow the Board to be responsive to unique circumstances and characteristics of the area under review and the needs and expectations of the community.

References

- [OPS 400.16.P – Pupil Accommodation Review](#)

Forms

- N/A

Appendices

- OPS 400.20.XA – School Attendance Boundary Review Process

Definitions

- N/A



Administrative Procedures

Any long-term accommodation plan recommendations related to attendance boundary changes will be submitted to the Board of Trustee for approval. These recommendations and supporting documentation satisfy the initial staff report requirement related to Board policy OPS #400.16 – Pupil Accommodation Review. Upon approval, the attendance boundary review will be communicated to all affected school communities.

One aspect of a school board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at several options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use in order to reduce operating costs.

If none of these options are deemed viable by a school board, the board may determine that a pupil accommodation review process take place, which could lead to possible school consolidations and closures. This process is covered under Board policy OPS #400.16 – Pupil Accommodation Reviews.

The Board will be provided with the following information as part of their decision-making process to proceed with an attendance boundary review:

- The schools impacted by or involved in the process
- The Ministry of Education on-the-ground capacity for each school
- The current enrolment and utilization percentages
- The projected enrolment of each school
- Other information or circumstances as determined necessary
- The reason(s) for the attendance boundary review
- Details and timelines of the expected attendance boundary review process

Attendance Boundary Review Committee

Once the Board approves the initiation of an attendance boundary review, the Superintendent of Business and the Superintendent of the affected Family of Schools will establish the Review Committee.

The Committee will consist of:

- Superintendent of Education, Family of Schools and impacted Programs (i.e., French Immersion)
- Superintendent of Business
- Planning Consultant
- Two (2) parent council representatives from each school within the review area (parent council representatives cannot be employees of the Board)
- Administrator(s) within the review area
- Administrative support (as required)



Mandate of the Attendance Boundary Review Committee

- Work collaboratively to examine the initial boundary options generated by Senior Administration based on the projections and data.
- Provide detailed feedback on the initial options, request modifications or suggest additional options.
- Determine one or more preferred options to be presented for public consultation.
- Parent representatives speak on behalf of all students, regardless of school, program, or grade.

All of the above will be achieved through the following guiding principles:

- Be consistent with current Provincial policies and guidelines.
- Align with the Board's vision, mission and values and be consistent with Board policies and procedures.
- Ensure that students are accommodated in facilities that are safe, healthy and promote a quality-learning environment and efficient use of facility space.
- Balance of overall enrolment at each school avoiding over and underutilization.
- Support a range of programs and educational opportunities within both the elementary and secondary panels.
- Involve community engagement and consultation including meaningful community dialogue and participation.
- Consider partnership and community hub opportunities.
- Manage available capital resources in a fiscally responsible manner.
- Consider the impact on student transportation and walkability.

The final options determined through the work of the attendance boundary review committee and the subsequent review by senior administration are brought forward to the public through a consultation process. There will be a maximum of two (2) meetings of the attendance boundary review committee with the purpose of completing the work of the committee.

Recommendation to the Board of Trustees

Following the public consultation process, the options and feedback will be provided to the Senior Administration Team. They will then review the option(s) and provide final recommendations to the Board of Trustees. The Director of Education brings the report forward considering the recommendation of the Boundary Review Committee (through Senior Administration). For clarification, the Director of Education has the authority to recommend that may not be consistent with what is preferred by the Boundary Review Committee.

The Board of Trustee's Role:

- The Board will receive the recommendation(s) first as information and then again for an opportunity to vote.
- The Board of Trustees will vote on the recommendations, which may result in approval of the recommended option, approval with amendments or rejection of the recommended option.
- The final decision rests with the Board of Trustees.

Communication

Community input will be gathered through a combination of methods, including but not limited to: online feedback forms, community meetings, website questions and answers and the use of web based platforms.

Throughout the process, there will be ongoing communication of the Committee posted on the Board and/or School websites.



School Attendance Boundary Review Process

Approval of Attendance Boundary Review to Board:

Step 1

Based on the long-term accommodation plan, the Director (or designate) will submit to Trustees for approval, any school boundary review to be initiated within the school year. Upon approval, the Director (or designate) will announce these boundary reviews to the affected school communities.

Public Announcement of Attendance Boundary Review:

Step 2

For example, website postings, media releases, and/or social media

Attendance Boundary Review Committee Established:

Step 3

Membership: School Superintendent, Superintendent of impacted Programs, Superintendent of Business, Planning Consultant, up to two (2) parent council representatives from all affected schools (cannot be employees of the Board), School Administrators within the review area.

Mandate: Work collaboratively to examine initial boundary options generated by Senior Administration; provide detailed feedback, request modifications, suggest additional options, determine one or more preferred options.

Senior Administration Informing/Sharing of Decisions:

Step 4

Following the work of the Attendance Boundary Review Committee and public consultations, the options and feedback are provided to Senior Administration and the Director for review. The committee will also be informed of the recommended option(s) which will be presented to the Board for decision.

Recommendations to the Board:

Step 5

The Director will provide final recommendations to the Board of Trustees. The Director of Education brings the report forward considering the recommendation of the Attendance Boundary Review Committee (through Senior Administration).