



Out of Boundary Admissions

#200.25

Adopted:	October 1, 2021
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business
Next Scheduled Review:	2025-2026

PURPOSE:

The purpose of this Administrative Procedure provides direction for out of boundary/jurisdiction school admissions and includes a link to a list of schools that are closed for out of boundary admissions.

APPLICATION AND SCOPE:

This Administrative Procedure outlines the process for the admission of out of boundary/jurisdiction students to all Catholic schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (the “Board”).

REFERENCES:

- [STU 200.14.P – Admission of Elementary Students](#)
- [STU 200.15.P – Admission of Secondary Students](#)

FORMS:

- [STU 200.25.F01 - Out of Boundary/Jurisdiction](#) (school to provide)

APPENDICES:

- N/A

DEFINITIONS:

Capping: normally occurs when a school’s enrolment significantly exceeds its physical capacity and is closed to out of boundary admissions.

ADMINISTRATIVE PROCEDURES:

Under normal circumstances a student will attend the school that is in the same boundary as the student’s parent or legal guardian’s residential address. This is the student’s home school.

Should the parent/guardian of a student wish the student to attend a school that is not their home school, an application may be made at that location. The decision to admit is at the discretion of the receiving principal. The parent or guardian of the student(s) must complete Out of Boundary/Jurisdiction (STU 200.25.F01) form as part of their request.

The following are conditions and will apply to **any** out of boundary/jurisdiction student attending any Catholic school:

- Transportation is **not** provided to out of boundary students. It is the responsibility of the parent/guardian to arrange transportation to/from the school each day.
- Approvals are granted for one year only. Readmission is not automatic. Principals will ensure an application form is sent to each family that was previously admitted to facilitate approvals for the next school year.

If a student does not live within the school boundary but receives care from a provider who does live within the boundary of the school, and the school is not closed for out of boundary admissions (as described below), the student may be admitted. Qualification for transportation would be based on the care provider’s address.



School Closed for Out of Boundary/Jurisdiction Admissions

Closing a school for out of boundary admissions is done at the discretion of senior staff and normally occurs when a school's enrolment significantly exceeds its physical capacity. This process is sometimes referred to as capping a school.

A full listing of schools that are closed for out of boundary/jurisdiction admissions can be found on the Board's Registration portion of the Board's website:

- [Elementary School Registration](#)

When a school is capped for out of boundary admissions, Principals do not have the discretion to admit any out of boundary students. All applications for out of boundary admissions at capped schools must be reviewed by the Superintendent of Business.

Students who move outside of the boundary during the school year may finish the school year at their existing home school as out of boundary students. Transportation is not provided during the portion of the year they are out of boundary.