

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

School Zoning, Student Registration and Transfers

Policy Statement

All students enrolled in schools within NLSchools, shall attend a school zoned for their area of residence unless otherwise permitted under provincial legislation/regulations or in cases deemed valid by the Department of Education (the department).

Background

The department is committed to the provision of educational facilities and experiences that maximize learning for all students. The department recognizes that all children have a right to a public education in a safe and caring learning environment, and acknowledges its responsibility to provide for an organized system for zoning schools and registering students. The department will ensure that school attendance zones are established for each school and that clear procedures are developed for student registration and the consideration of requests for student transfers across these established zones.

Scope

This policy is applicable to all students who live within the geographical boundaries of NLSchools, and attend schools within NLSchools.

Definitions

For purposes of the School Zoning, Student Registration & Transfers Policy:

School Zone

A school zone is "the geographical boundary associated with a particular school, encompassing all residences within, for the purposes of student registration and attendance."

Regions

NLSchools Regions are Eastern, Central, Western and Labrador. The regional offices are located in:

- St. John's,
- Gander,
- Corner Brook and
- Goose Bay.

Policy Directives

1. An attendance zone will be established for each school within NLSchools and each student who resides in the zone must attend a school specified for the attendance zone unless a transfer has been granted.

Student Registration:

2. Application for admission must be made by registering at the school for which the student is eligible to attend, in accordance with the attendance zone established by NLSchools.
3. Students will be assigned to schools on the basis of the parent or guardian residence. Verification of residence will be required.
4. The school administrator is responsible for receiving applications for admission to school.
5. Eligibility for student transportation will be assessed in accordance with Department of Education Student Transportation policies.

Student Transfers

6. Student requests for transfer to a new school zone due to parent or guardian change of residence will be automatically granted for the English stream programs, upon verification of residence.
7. All other student transfer requests will be considered on a case-by-case basis and a final decision made based on a review of the written parent or guardian request, programming considerations, space availability and the current staffing allocation for the school.
8. Notification of the denial of a transfer will be communicated in writing to the parent or guardian making the request.
9. Student records follow students and must be maintained at the school where a

student is in attendance. In the event of a student transferring between schools within NLSchools, student records will be transferred to the receiving school, or appropriate access will be provided to electronic records, upon written request by the school administrator or designate, and in accordance with NLSchools policies.

Administrative Procedures

The Superintendent of Schools or designate is responsible for the monitoring and implementation of the *School Zoning, Student Registration & Transfers Policy*.

1. Eligibility for Registration and Public Notification

- 1.1 All children throughout Newfoundland and Labrador who are registering for KinderStart within NLSchools, must be registered through NLSchools online registration system at www.nlschools.ca.
 - a) KinderStart registration will take place during the second week of May. Registration for students in the **Labrador, Western and Central Regions** will take place on the **second Monday and Tuesday**, and the registration for students in the **Eastern Region** will take place on **the second Wednesday and Thursday** of May, before the beginning of the KinderStart year. Registration during this time will take place online at www.nlschools.ca.
 - b) Those students reaching age four by December 31st are able to register for the KinderStart Program that begins in the same school year. (e.g., a child turning 4 years old on October 15, 2015 can register in May 2015 for a Kinderstart Program starting in September of 2015.)
 - c) Students registering for KinderStart are automatically registered for Kindergarten for the following year. (e.g., a student registered in May 2015 for KinderStart Program starting in September 2015 is automatically registered for Kindergarten in September 2016.)
- 1.2 The public notification of registration will occur through www.nlschools.ca and other local media where applicable.
- 1.3 All children entering the Kindergarten program must be five years of age on or before December 31st of the Kindergarten year. While students

can begin school at age five, some parents or guardians may choose to keep them at home for that year. The mandatory age for commencing school attendance is six years. Children beginning school at age six will still normally enter Kindergarten.

- 1.4 Within two weeks following the online registration, parents or guardians must bring to the school proof of the student's name, date of birth, MCP number and current address. The preferred method for verifying address is a utility bill (e.g. power, cable, oil or phone bill). Other forms of proof of address may be accepted at the discretion of the school administrator.
- 1.5 For in-person registration that may occur after the online registration has closed, a parent or guardian must accompany a student to the school.
- 1.6 Parents or guardians must register their child at their zoned school for the Kindergarten English program. All parents or guardians will be notified in writing of the status of their child's registration.
- 1.7 Students will be assigned to Early French Immersion (EFI) based on availability of programs, numbers of students registering and parent or guardian residence. The final decision regarding placement in an EFI program is at the discretion of the department.
 - a) When requesting registration for EFI, parents or guardians should follow the online registration protocol and request registration for their child at the school zoned for their address. In the event that the zoned school does not offer EFI, a parent or guardian may request registration at the closest neighbouring school where EFI is offered. For further information on whether another local school offers EFI, parents or guardians can contact their zoned school or consult the school directory at www.nlschools.ca.
 - b) Once a parent or guardian completes an application for EFI registration for their child, they will be notified that their application has been received. Applications will be reviewed in the order of registration as determined by the date and time of submission of the student registration form. They will subsequently be notified if their child has been accepted into the requested EFI program or has been wait-listed.
- 1.8 For registration for Late French Immersion (LFI), parents or guardians should contact the zoned school the student is currently attending, for information on registration procedures.

- 1.9 Due to the multiple program locations and high registration numbers, parents/ guardians in the Eastern Region are advised to go to the following document for further details on registering for French Immersion: [EFI LFI Registration and Transfers](#)
 - 1.10 For initial enrollment to a school within NLSchools (other than for KinderStart), proof of the student's name, date of birth, MCP number, current address and, where applicable, citizenship and child custody and access, must be provided. As per 1.4, the preferred method for verifying address is a utility bill. The **Student Data Form** must be completed upon registration.
 - 1.11 A student who is not a Canadian citizen must meet eligibility criteria to attend school in this province, in accordance with Government of Canada requirements and Department of Education guidelines. Eligibility criteria must be verified and includes:
 - a) Child of a Canadian Citizen;
 - b) Child of a Permanent Resident or Landed Immigrant;
 - c) Child of a lawfully admitted permanent or temporary resident; or
 - d) Student authorization (i.e. study permit).
2. **Students Registering from School Systems in Other Provinces or Territories or from Outside of Canada**
- 2.1 The placement of students registering from other school systems outside of Newfoundland and Labrador will take into account their chronological age and placement at previous school. The final decision regarding placement in grades K- 9 will be made on a case by case basis. The awarding of transfer credits for the high school program is determined by the department.
 - 2.2 The **Student Data Form** must be completed for students registering from other systems outside of the province.
 - 2.3 Upon accepting a student for school admission, the school administrator:
 - a) Shall complete a Request for Transfer of Students Records and any other relevant forms with the parent or guardian, and submit to the transferring school.
 - b) May schedule a conference with the student and parent or

guardian to discuss student placement, school policies and procedures.

- c) Shall provide the parent or guardian with the appropriate student transportation information, if applicable, for the zoned school.

3. KinderStart Program

KinderStart is a school transition program offered in the year prior to Kindergarten entry. The program consists of five to ten one-hour orientation sessions organized and promoted at the school level for children and their parents or guardians. The sessions support children's adjustment to the school environment, and provide parents and guardians with information on how to support their children's learning at home. (*Department of Education, Government NL*)

- 3.1 Children registered for the Kindergarten English program will attend KinderStart in their zoned school. Children for whom registration for Early French Immersion (EFI) has been confirmed will normally be approved to attend KinderStart in the zoned or designated school where they will attend EFI.
- 3.2 For Kindergarten students moving into a school zone during or after the KinderStart year, parents or guardians should immediately contact the school to register their child(ren) for Kindergarten.
- 3.3 The appropriate number of KinderStart sessions will be determined by each individual school, with a minimum of five sessions scheduled per school year.

4. Student Transfers

- 4.1 Relocation
 - a) Where the parent or guardian of a student in the English stream changes residence within a school year, they will be automatically accepted for attendance in the new zoned school, upon proof of address. The preferred method for verifying address is a utility bill (e.g. power, cable, oil or phone bill). Other forms of proof of address may be accepted at the discretion of the school administrator.
 - b) For French Immersion transfer requests, a student shall be automatically accepted for attendance in the English stream in the

new zoned school, upon proof of address. However, placement in a French Immersion program will be dependent on space availability. The final decision regarding placement will be at the discretion of the department.

- c) If a student changes residence within a school year, the student may, subject to the provision of their own transportation, remain in the original school for the balance of the current school year.
- d) Unless requested by or on behalf of the student, a student in short term care (for example, placement through Child, Youth and Family Services) shall continue to attend their original zoned school.

4.2 Requests for Transfers for Reasons Other Than Change of Residence

- a) All student transfer requests for reasons other than change of parent or guardian residence shall be submitted to the school administrator of the school where the student hopes to transfer on **the Student Transfer Request Form**.
- b) The school administrator of the requested school shall advise the school administrator of the zoned school of the request for transfer and notify them of the final decision.
- c) When school administrators are reviewing student transfer requests that are for reasons other than parent or guardian change of residence, they will need to consider programming, space availability and the current staffing allocation provided to the school. The staffing allocation will not be increased to accommodate students zoned to attend school elsewhere.
- d) Student transfers shall be addressed in a timely fashion and be considered by the school administrator in the order that requests have been received. Such transfer requests will be considered on a case-by-case basis, informed by a review of a written parental or guardian request and taking into consideration the following:
 - i. Other children in the same home (e.g. siblings, foster children) who are in attendance at the school for which the transfer is being requested;
 - ii. Program availability considerations;

- iii. Recommendation of the School Program Planning Team (i.e., recommended through IEP/ISSP);
 - iv. Other reasons deemed acceptable by the school administrator (e.g., family member lives within catchment area of school and provides regular child care for parent or guardian).
- 4.3 When a parent or guardian requests a student transfer to a French Immersion program for reasons other than change of residence, Such NLSchools will consider the requests will be considered in the order of date and time that the transfer request is received at the school. The review of the transfer request will take into account space availability and the final decision regarding transfer will be at the discretion of the department NLSchools. Transfer requests for a French Immersion program that are received prior to the start of a school year may not be addressed until September, when programming numbers are confirmed.
- 4.4 Prior to accepting a student who is eligible for busing or alternate transportation, and who is requesting a transfer for reasons other than change of residence, the school administrator shall inform the parent or guardian in writing as to whether busing will be available and/or that alternate transportation is not approved for students outside their zoned school.
- 4.5 Due to the multiple program locations and high registration numbers, parents/ guardians in the Eastern Region are advised to go to the following document for further details on transferring to a French Immersion program: [EFI LFI Registration and Transfers](#)
- 4.6 Transfer Documentation
- a) When a student transfers from one NLSchools school to another, the **Student Data Form** should be updated at the school where the student transfers.
 - b) School administrators are required to maintain documentation of student transfer requests, to be available for the review of the Superintendent of Schools or designate upon request. This documentation shall include the *Student Transfer Request Forms*, dates received and rationales for acceptance or rejection of requests. All transfer applications must be signed by the school administrator.

- c) A copy of the transfer form with decision (approved, denied) must be sent to the Director of Schools of the requested school. The school administrator should consult with the Director of Schools prior to making a final decision.

5. Appeals

A parent/or guardian or student (19 years of age or older) wishing to appeal a student registration or transfer decision must follow the Student Appeals process as per the [Schools Regulations under the Schools Act 1997](#), and any applicable policy.