



# School District No. 60

## Peace River North

10112 – 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**DISTRICT ADMINISTRATION OFFICE**

April 15<sup>th</sup>, 2025

Dear Parents:

### **RE: SD60 Student Admission and School Choice**

The intent of this letter is to clarify school admission policy, particularly as it relates to variances.

#### **Policy**

Student admission in School District No. 60 (Peace River North) is to be guided by the following principles:

- **Access to neighbourhood school:** the admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes
- **Choice:** the admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- **Efficient resource allocation:** The admission process should enable school and district staffs to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year

As schools plan for the beginning of any school year, they need to consider the space and resources they have available. The determination of available space is not made solely on the number of students in a particular class. The Principal takes the following factors into consideration:

- operating capacity of the school as defined by *Ministry of Education and Child Care*
- staff assigned to the school
- physical space in which instructional programs operate
- ability of the school to provide educational programs for all its students
- the needs of other programs located in the school
- the number of students in the classroom

In other words, a school may be deemed to be full even if there are fewer than the maximum allowable number of students in a particular class as set out by legislation.

If space and facilities are determined to be available, enrolment in educational programs in the school are offered in the following priority order:

- catchment area child who attended the school during the previous school year
- other catchment area child
  - i. who is a sibling of a child currently enrolled in the school
  - ii. child who has moved into the catchment area but has not yet attended catchment school
- non-catchment child who has attended the school for three (3) consecutive years is considered to become the equivalent of a catchment area child
- non-catchment child who attended the school during the previous school year

... page 2

## SD60 Student Admission and School Choice

Page 2

- non-catchment child who has a sibling already attending the school
- non-catchment area child
- non-school district child

*A catchment area child is one that lives within the boundaries of the school area. This area is outlined on a map at your child's school and the School Board Office.*

### Variances

If you wish your child to attend a school outside of your catchment area, there are a few steps/considerations to keep in mind:

- If it is the first year that you are attempting to register your child in a school outside your catchment area, **you must first register at the school inside your catchment area.** At the same time, you can request to fill out a "variance form" that you leave with the Principal and take a copy home.
- If a family has moved out of catchment during the school year and wish to attend in the following year, a variance application needs to be completed. If approved, the next school year counts as the first year for the variance process.
- That variance form will be shared with the Principal of the other school and you will be put on a waiting list. After completion of the first week of school, the Principal of the school where you want your child to attend, will contact you and let you know if there is available space or not. In some cases, you may be notified prior to school starting.
- Upon approval of a variance, you do not need to register at your catchment area school again the following year. **However, until your child has attended the non-catchment area school for three consecutive years, it is possible that he/she could be "bumped" in order to make room for a student who lives in the catchment area.**
- If your variance request is unsuccessful, it is expected that your child remain at their catchment area school for the entire school year.
- After the first week of school, variances for the current school year will not be considered unless in consultation with the Board Office for exceptional circumstances.
- District programs, such as the Life Skills Program at Dr. Kearney Middle School, do not require variances. Enrolment in district programs are carried out as part of a transition process.

Thank you for your understanding and cooperation with this process.

Sincerely,



Jarrod Bell  
Director of Instruction

JB/ss