



**STUDENT CATCHMENT AREAS/CROSS BOUNDARY TRANSFER/  
DISTRICT BUS TRANSPORTATION**

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**Context**

Under the School Act sections 74.1, 75, and 75.1, the Board has the responsibility to assign students to various schools in the Qualicum School District, and authority to divide the District into catchment areas for the purpose of assigning students to schools.

**Policy Statement**

Generally, students will attend schools within their catchment area based on the parents/guardian's residence. In some circumstances crossing of catchment areas may be permitted upon request.

**Guidelines**

1. Approval of transfer is to be based on space availability in the requested school.
2. Parents/guardians will assume responsibility for transportation, or any additional costs incurred by granting of a cross-boundary transfer.
3. Bus transportation may be provided to out-of-catchment students if space is available on the bus with all expenses paid for by parents/guardians.

**References:**

- [The School Act \(s74.1,s75,s75.1\)](#)
- [Administrative Procedure to Board Policy 704: Student Catchment Areas – Cross Boundary Transfer.](#)

**Dates of Adoption/Amendments:**

Adopted: 1979.09.01

Amended: 1987.10.28 | 1986.08.27 | 1988.12.21 | 1991.09.10 | 2002.10.22 | 2003.08.26 |  
Review 2007:01:23 | 2007.03.27 | 2011.03.29 | 2018.02. | 2022:02:22 | **Reviewed**  
**2025.05.27**



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**Purpose**

These Administrative Procedures are written in support of Policy 704: Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation

**Student Catchment Areas/cross Boundary Transfers**

1. Changes in catchment areas, if required, shall be determined and approved by the Board not later than March 1, to be implemented in September.
2. Transfer of a student to a school outside of their catchment area will be considered upon written application of the parents/guardians to the Superintendent of Schools or designate, on or before the last Friday in March prior to Spring Break.
3. Approval of transfer is to be based on space availability in the requested school. Space availability is deemed to exist when there is expected, based on reasonable projections, to be capacity to provide the student or applicant with an educational program appropriate to their needs, taking into account physical and educational resources.

The Board of Education delegates to the Superintendent of Schools or designate, the decisions as to whether space is available in individual schools and educational programs.

Decisions on space and facilities availability will be made in consultation with the principal of the affected school and will be based on consideration of the following factors:

- the operating capacity of the school as defined by the Ministry of Education
- staff assigned to a school by the District
- the physical space in which instructional programs operate in the school
- the ability of the school to provide appropriate educational programs for the applicant and other students
- the needs of other programs located in the school

If space and facilities are determined to be available, enrolment in educational programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:

- catchment area child who attended the school during the previous school year
- other catchment area child
- non-catchment area child
- non-school district child

4. Students who reside within a defined school catchment area will be given placement priority up to September 30<sup>th</sup> of any school year. Transfer students may be returned to their catchment area school, or, upon a parents/guardian's request, to another District 69 school (subject to space availability) up to and including September 30<sup>th</sup> of any school year.



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5. A student who has spent the previous school year in an approved cross-boundary placement at a District 69 school will be deemed to be a member of that school community. This status will be retained upon transition to the secondary school which students from that school would normally attend based on district catchment areas.
6. Siblings of students (who, by nature of Regulation #5 above are considered “students of this school’s catchment area”) will, at the request of the parents/guardians through the completion of the district’s Application for Cross-Boundary Enrollment form, be considered catchment area students for this school.
7. Access to District programs, such as Collaborative Education Alternative Program (CEAP), PASS/Woodwinds Alternate School or French Immersion, is not subject to Transfer Request approval.
8. Transportation or transportation assistance will be provided for a student who cannot attend their catchment area school because space is not available.
9. Transportation for a student choosing to attend a non-catchment area school or district program is the responsibility of the parents/guardians.

**Transportation of Students by District School Bus Service**

1. Walk limits are distances determined by the Ministry of Education. Funding is based on provincially established eligibility walk limits. The Board will establish local walk limits annually.
2. Exceptions to established walk limits are:
  - a. Students at all grade levels who are living, and attending school, in the catchment areas for Nanoose Bay, Errington, and Bowser Elementary Schools, will have an eligible walk limit of 1.5 km.
  - b. Special needs students, where transportation costs are recognized on a door-to-door basis for those students diagnosed unable to walk to school due to physical or mental disabilities and therefore need to travel to school by vehicle.
  - c. Extra curricular activities, when funding is provided for this service by schools.
3. The need for transportation fees and the cost of any actual fees for courtesy riders\* will be determined by the Board during budget deliberations in the spring of each year. Announcement of any fees and payment schedule will be made public following approval of the budget for the next school year. There are no fees for eligible riders.
4. The bus driver is the final authority in all matters relating to the safety and well-being of passengers.



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\* ***Courtesy Riders*** – students who fall outside of the criteria for eligible riders but who can be accommodated through surplus space on existing transportation routes on a fee for service basis.

**References:**

- [The School Act \(s74.1,s75.s75.1\)](#)
- [Board Policy 704: Student Catchment Areas/Cross Boundary Transfer/District Bus Transportation](#)
- Qualicum School District [Application for Cross-Boundary Enrollment Form](#)

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