



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: ATTENDANCE

CODE: 5021 Attendance Areas

Reference Matrix	
Education Act (1995)	Section 85
Other Relevant Acts	
Holy Family Related Procedures	OP 5011 Student Admissions
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	Ministry Map of Holy Family Subdivisions SSBA - <a href="http://saskschoolboards.ca/">http://saskschoolboards.ca/</a> -Saskatchewan School Boards Association Website – Tab: About Us – Nominations and Elections)
Date Reviewed	May 30, 2016

### Background:

The Board of Education believes in providing school attendance areas most appropriate for children and families giving consideration to planning, geography, time, and finance.

### Procedures:

1. Boundaries setting out the attendance areas for each school are established by the Board of Education.
2. Students shall attend the school that is designated for the attendance area in which they reside. Maps of attendance areas can be found on Holy Family RCSSD No. 140 website under the Board Tab ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)). Because Estevan has two Holy Family RCSSD No. 140 schools within the city (St. Mary's and Sacred Heart/Sacre Coeur), [OP 5021 Appendix 1 Estevan in Town Attendance Areas](#) illustrates the attendance areas for each of those schools within the city of Estevan.
  - 2.1. Principals shall not admit students from outside their attendance area to the school unless the student has been specifically authorized to attend that school by the Director of Education, or designate.

3. In individual cases where it appears to be in the interest of the student, or the school, or both, the Director of Education may approve a student's transfer to a school other than the school designated for the student to attend.
  - 3.1. Parent(s)/guardian(s) requesting approval for attendance at a school outside of their attendance area should:
    - 3.1.1. Discuss the request with the Principal of the school in their attendance area;
    - 3.1.2. Contact the Principal of the school they would like their child(ren) to attend;
    - 3.1.3. Write a letter to the Director of Education requesting approval for attendance at a school outside of their attendance area. Their letter should include:
      - 3.1.3.1. The names and grade levels of their child(ren);
      - 3.1.3.2. The location of their residence;
      - 3.1.3.3. The name of the school they want their child(ren) to attend;
      - 3.1.3.4. The reasons for their request.
    - 3.1.4. The Director of Education will provide a response within 30 days of receipt of the request for approval.
    - 3.1.5. Transportation for a student who transfers to a school outside their attendance area may not be provided.
4. Non-resident students may obtain permission to attend schools within the Division and shall attend such schools as are designated by the Director of Education. Reference [OP 5011 Student Admissions](#) for more information regarding registering non-resident students.
5. Attendance Areas
  - 5.1. For St. Olivier School shall be the town of Radville and surrounding area as per Ministry Map on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 2 Holy Family Attendance Area](#)
  - 5.2. For St. Augustine School shall be the town of Wilcox and surrounding area as per Ministry Map on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 2 Holy Family Attendance Area](#)
  - 5.3. For St. Michael School shall be the city of Weyburn and surrounding area as per Ministry Map on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 2 Holy Family Attendance Area](#)

5.4. For Sacred Heart School/Ecole Sacré Coeur shall be the city of Estevan and surrounding area as per on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 1 Estevan in Town Attendance Areas](#); [OP 5021 Appendix 2 Holy Family Attendance Area](#)

5.5. For St. Mary's School shall be the city of Estevan and surrounding area as per Ministry Map on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 1 Estevan in Town Attendance Areas](#); [OP 5021 Appendix 2 Holy Family Attendance Area](#)

5.6. The attendance area for the French Immersion program at Sacred Heart shall be the city of Estevan and surrounding area as per Ministry Map on Holy Family RCSSD No. 140 - website ([www.holyfamilyrcssd.ca](http://www.holyfamilyrcssd.ca)); [OP 5021 Appendix 2 Holy Family Attendance Area](#)