

**DIVISION: PROGRAMS**

**Policy #: PROG-311**

## **POLICY NAME**

SCHOOL ZONING, STUDENT REGISTRATION AND TRANSFERS

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## **POLICY STATEMENT**

All students enrolled within the Newfoundland & Labrador English School District ("NLESD") shall attend a school zoned for their area of residence unless otherwise permitted under provincial legislation/regulations or in cases deemed valid by the District.

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## **BACKGROUND**

The NLESD is committed to the provision of educational facilities and experiences that maximize learning for all students. The District 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 NLESD will ensure that school attendance zones are established for each school within the District and that clear procedures are developed for student registration and the consideration of requests for student transfers across these established zones.

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## **SCOPE**

This policy is applicable to all schools operated by the NLESD and to all students who live within the geographical boundaries of the District.

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## **DEFINITIONS**

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

### School Zones

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

The NLESD Regions are Eastern, Central, Western and Labrador. The NLESD regional offices are located in St. John's, Gander, Corner Brook and Goose Bay.

## **POLICY DIRECTIVES**

1. The NLESD will establish an attendance zone for each school within the District 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 the NLESD.
3. Students will be assigned to schools on the basis of the parent/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 and NLESD policies.

### ***Student Transfers***

6. Student requests for transfer to a new school zone due to parent/guardian change of residence will be automatically granted for the English stream programs, upon proof of address.
7. The NLESD will consider all other student transfer requests on a case by case basis and make a final decision based on a review of the written parental/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/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 the NLESD, 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 the [PROG-310 Student Records Policy](#).