



Memorandum

v a n c o u v e r s c h o o l b o a r d



Date: January 23, 2019

ITEM 2.3

TO: Facilities Planning Committee

FROM: J. Dawson, Director of Educational Planning

Re: **Updated Kindergarten Enrolment Priorities when Existing Catchment Boundaries are Changed**

REFERENCE TO STRATEGIC PLAN:

Goal 4:

Provide effective leadership, governance and stewardship

Objectives:

- Effectively utilize school District resources and facilities

INTRODUCTION:

This report is for information.

Reference Documents

- [Administrative Procedure 300 - Admission to School](#)
- Administrative Procedure 305 School Catchment Boundaries – Draft Attached
- [Elementary School Attendance Boundary Review - June 20, 2018](#)

BACKGROUND:

On June 25, 2018, the Board of Education approved the following motion:

- That staff conduct a detailed review of current policies governing catchment adjustments and registration/enrolment to identify possible revisions to current policies taking into consideration feedback received through the catchment review consultation.

This report provides background information and analysis considered by staff in the proposed revision to AP 305 (School Catchment Boundaries). The information in this report pertains to revised enrolment priorities for Kindergarten students when existing school catchment boundaries are adjusted.

Currently, Kindergarten siblings of continuing catchment students who register at their English catchment school by January 31st are given first priority for enrolment. Kindergarten applicants without siblings who reside in the catchment are the second priority for enrolment.

RESULTS OF CONSULTATION

The consultation process conducted during the 2018 boundary review process clearly indicated the need for the district to review enrolment priorities when existing catchment boundaries are changed.

In response to a question regarding mechanisms to mitigate the impact of boundary changes on families, 71% of over 300 respondents to the online survey indicated that 'grand-parenting provisions for Kindergarten siblings would be desirable. A comprehensive analysis of the feedback received during the consultation process is available in the [Elementary School Attendance Boundary Review - June 20, 2018](#).

SIBLING ANALYSIS

To understand the impact of potential boundary adjustments on families applying for Kindergarten, the District undertook an analysis of enrolment data to estimate the number of Kindergarten applicants with older siblings. The purpose of the analysis was to inform a review of enrolment procedures and priorities in the event of catchment boundary adjustments.

The District has a large dataset from the Kindergarten Choice Program online application database that provides a good indication of the number of Kindergarten applicants with older siblings attending VSB schools in Grade 1-6 at the time of application.

Table 1 - Percentage of Kindergarten Choice Program applicants with an older sibling attending a Choice Program

Table 1

Year	Older Sibling	No Older Sibling	Total
2014	21%	79%	100%
2015	21%	79%	100%
2016	22%	78%	100%
2017	24%	76%	100%
2018	20%	80%	100%
Average	22%	78%	100%

Not all Kindergarten students with an older sibling apply to attend the same program so these percentages likely represent the lower end of the estimate for the percentage of Kindergarten applicants with an older sibling.

This year, the District is providing an online application service for all new applicants to the District. To date, 29% of Kindergarten applicants have indicated that they have an older sibling who will be in attendance at their catchment school concurrently with their Kindergarten sibling. As sibling information has not yet been thoroughly verified at the school level, this number likely represents the upper end of the estimate for the percentage of Kindergarten applicants with an older sibling. For the purposes of understanding the scale of potential impact on enrolment options for families when boundaries are changed, the District estimates that 25% of Kindergarten applicants each year will have an older sibling enrolled in the same elementary school.

ENROLMENT PRIORITIES IN OTHER METRO DISTRICTS

The District gathered information from Metro Districts regarding applicable enrolment procedures when school catchment boundaries are adjusted.

Table 2 - Enrolment Procedures in Metro Districts for Kindergarten students with older siblings who have continuing status.

Table 2

School District	Grandparenting Provisions for Kindergarten
Burnaby	Yes
Coquitlam	Yes
Richmond	Yes
North Vancouver	Yes
Surrey	Yes

UPDATED ENROLMENT PRIORITIES AP 305

The District has analyzed data from separate sources:

- Feedback received during 2018 Boundary Review process
- Applications to Kindergarten Choice Programs
- Applications to Catchment Schools
- Enrolment procedures in other Metro Districts

Based on this analysis the District has updated Kindergarten enrolment priorities that will apply in the event existing school boundaries are adjusted as follows:

Updated Enrolment Priorities for Catchment Kindergarten Students

1. Kindergarten Siblings of continuing catchment students attending concurrently, who register at their English catchment school by January 31st.
2. Kindergarten Siblings of continuing students attending concurrently, who are now non-catchment as a result of the boundary change who register at their English catchment school by January 31st.
3. Kindergarten catchment students

Draft AP 305 (School Catchment Boundaries) – attached for information - will be reviewed at the Policy and Governance Committee in February.

CONCLUSION

This report is provided for information.

Attachment:

- Administrative Procedure 305 School Catchment Boundaries – Draft

AP 305 School Catchment Boundaries

Background

Under the School Act the Board must establish a catchment area for each school in the district. The Board further has the duty, after considering the recommendations of the Superintendent, to assign students to various schools in the District and the power to divide the District into attendance areas for the purpose of assigning students to various schools. The attendance areas are defined by the Board and are subject to periodic review.

Guiding Principles

Establishing School Boundaries

- Boundaries are established to manage enrolment at schools
- Boundaries are established to optimize capacity utilization for schools
- Boundaries are established in the interests of student safety, using major (arterial) roads and natural boundaries to define catchment areas whenever possible
- Boundaries should be established prior to requesting funding for capital projects
- School communities impacted by boundary changes will have the opportunity to provide feedback and input on proposed catchments

Reviewing school boundaries and recommending boundary adjustments

- Boundary adjustments to manage enrolment at schools will be recommended only when all other enrolment management tools have been considered including but not limited to:
 - Restricting out of catchment registration
 - Withdrawing non-district students at the end of the school year
 - Review of district programs located at schools under boundary review

Enrolment Management - Sibling Priority

This enrolment procedure will apply when boundary adjustments are made to existing catchments.

The 'grandparent' provision would be in place as long as there is an older sibling attending the **regular program** at the former catchment school.

Adjusted Sibling Priorities for Kindergarten Applicants

1. Kindergarten Siblings of continuing catchment students attending concurrently who register at their English catchment school by January 31st

2. Kindergarten Siblings of continuing students attending concurrently, who are now non-catchment as a result of the boundary change who register at their English catchment school by January 31st.
3. Kindergarten catchment students

Procedures

Establishing and Changing Catchment Areas (Terms of Reference for Catchment Review)

Catchment areas may be reviewed whenever

- A school cannot currently or is forecast to not be able to accommodate catchment students who wish to attend
- A school is underutilized
- A school is identified for permanent closure
- A new school is opened
- Other extraordinary or unusual circumstances as identified by the Superintendent

The catchment review will consider the following

- Current enrolment status
- Forecast enrolment changes for 10 years
- School capacity and utilization
- Capital Plan Priorities

The following will participate in the review process

- Principals of schools whose catchment boundaries are being reviewed
- Director of Educational Planning
- Superintendent's office
- Secretary Treasurer's office

The review process will include the following

- District staff inform the Facilities Planning Committee of proposed catchment changes or options for catchment changes
- District staff will initiate a public consultation process
- At least one public consultation meeting will be held to discuss the proposed changes
- The Director of Educational Planning will consult with the City of Vancouver Planning and Traffic departments and Parks Board as necessary (or UBC/UEL staff).
- The Secretary Treasurer in conjunction with the Director of Educational Planning will prepare a report with recommended changes to the Facilities Planning Committee. The report will be comprised of the following components:
 - A description and graphical presentation of the recommended changes
 - A rationale for the recommended changes
 - Impact of the recommended changes
 - Community feedback regarding the option(s) presented to the communities impacted by recommended changes

- A recommendation with respect to the sequence and timing for implementation of the boundary change
- A recommendation with respect to a communications plan
- The Facilities Planning Committee will provide its recommendation(s) to the board
- The board will review the recommendations from the facilities planning committee and determine whether or not to approve the recommendations.

The secretary treasurer will oversee the communication and implementation of the boundary change.

The Director of Educational Planning will ensure that appropriate updates are made to catchment maps and the school locator are undertaken

The Director of Educational Planning will ensure that any necessary changes to enrolment procedures are implemented and tracked.

The school principal will be responsible for informing the school community when changes are made to the school catchment area.

Reference: Sections 2, 3, 3.1, 7, 20, 22, 65, 74.1, 75, 75.1, 85 School Act

Policy: Policy 2 Role of the Board

Admin Procedures: AP 220 District Programs
AP 300 Admission to School

Updated K Enrolment Priorities – Boundary Adjustments

Facilities Planning Committee January 23, 2019



We inspire student success by providing an innovative, caring and responsive learning environment



Background

On June 25, 2018, the Board of Education approved the following motion:

- That staff conduct a detailed review of current policies governing catchment adjustments and registration/enrolment to identify possible revisions to current policies taking into consideration feedback received through the catchment review consultation.



Proposal

- The District is proposing a revision to Administrative Procedure 305 –School Catchment Boundaries
- The draft revised AP 305 is attached to this report



Considerations

- The District considered the following factors in its analysis:
 - Feedback from consultation process conducted during 2018 Boundary Review
 - An analysis of the number of Kindergarten applicants with older siblings
 - Enrolment priorities in other Metro Districts



Feedback from Consultation

- 71% of respondents indicated that the 'grand-parenting' provisions for Kindergarten siblings would be desirable to mitigate impact of boundary changes



Sibling Analysis

- An average of 22% of Kindergarten Choice applicants has an older sibling attending the same program
- 29% of Kindergarten applicants for English Programs indicate that they have an older sibling
- The District estimates that 25% of Kindergarten applicants each year have an older sibling enrolled at the same school



Enrolment Priorities – Metro Districts

School District	Grandparenting Provisions for Kindergarten
Burnaby	Yes
Coquitlam	Yes
Richmond	Yes
North Vancouver	Yes
Surrey	Yes



Updated Enrolment Priorities – AP 305

1. Kindergarten Siblings of continuing catchment students attending concurrently, who register at their English catchment school by January 31st.
2. Kindergarten Siblings of continuing students attending concurrently, who are now non-catchment as a result of the boundary change who register at their English catchment school by January 31st.
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