



Hugh Boyd Acceptance Policy

Policy update: February 2022

Hugh Boyd Secondary seeks to provide an MYP education to all students within our catchment area. It is an all-inclusive programme limited only by the policies set by the district. Hugh Boyd strives to develop lifelong learners who are caring and open minded to our diverse local community. Through service in our catchment area and beyond

Mission Statement:

Hugh Boyd develops compassionate and respectful young adults who are well-balanced, principled inquirers with an understanding of their responsibilities within society and as global citizens. Students balance academic excellence with attributes that allow them to realize their potential as whole learners in a dynamic and complex world.

District Catchment Regulations:

Hugh Boyd Secondary School accepts all students that reside within pre-determined boundaries set by the District. As written in Richmond School District No. 38 Locations & Catchments policy:

All students residing in the City of Richmond normally attend a catchment school that has been designated by the Board of School Trustees for their particular catchment area, unless a granted transfer under district Regulations 501.8R.

Students will normally attend the school located in the school catchment area in which their parent's or legal guardian's place residence is located. School catchment areas are defined and approved by the Board of School Trustees to enable an equitable distribution of student enrollment in all district schools.

See Appendix A – School Catchment Area Map

Transfer Policy:

Transfer applications forms are available for students who live outside of the catchment area and are regulated by the school district. As written in Richmond School District No. 38 Transfer Applications:

Transfer Applications are to be used by students who live outside of the catchment area for a requested school but would like to apply to attend there. If you have moved and want to apply to attend your new catchment school, please complete a Registration, not a Transfer Application. Students must currently be registered in the Richmond School District to complete a transfer application.

Please see Appendix B – Transfer Application Form

Out of District Applications:

Non-Richmond residents forms are available for students who live outside of the school district and are regulated by the school district. As written in Richmond School District No. 38 Non-Richmond Resident Applications:

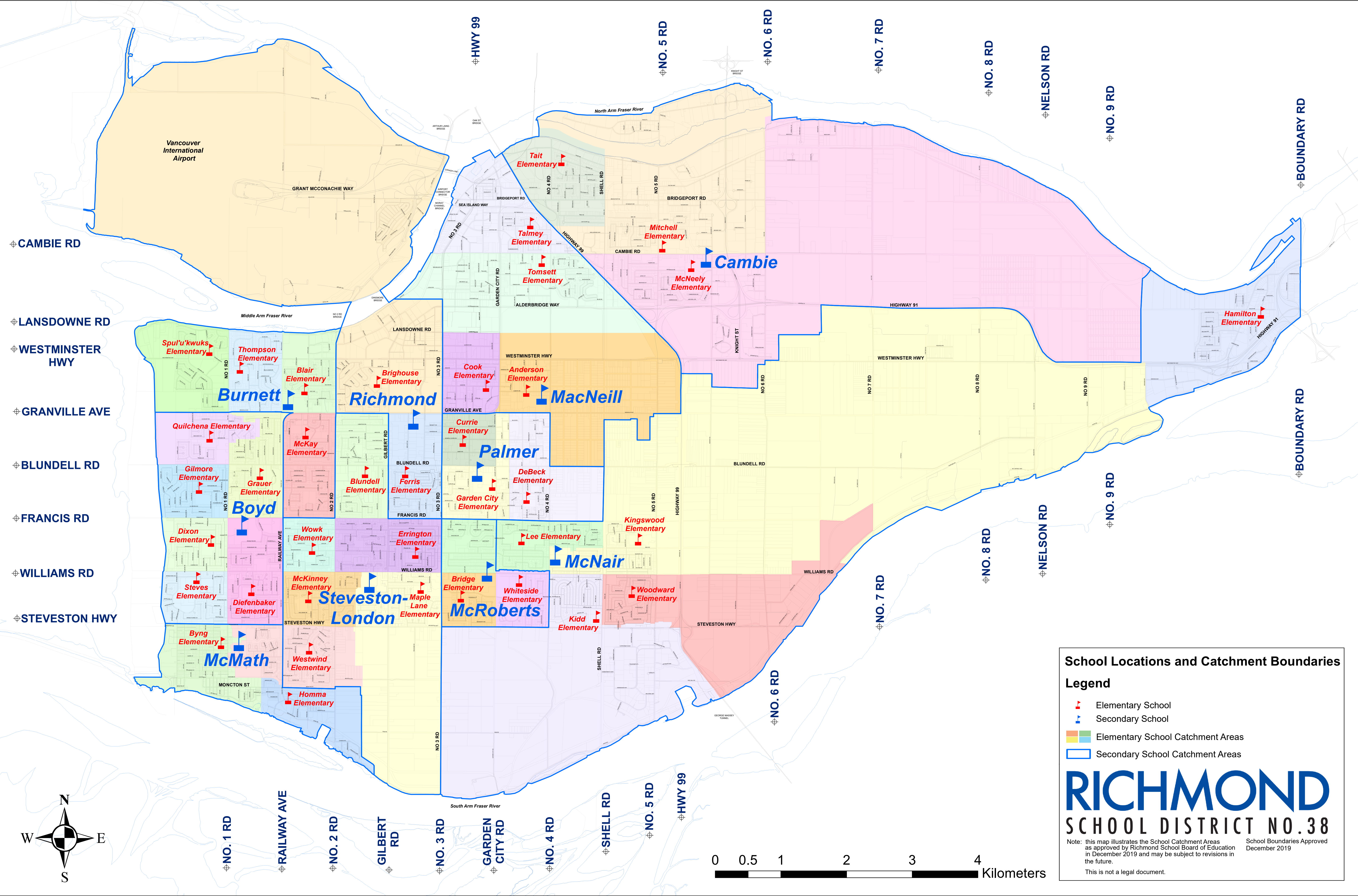
Non-Richmond residents wishing to apply to the Richmond School District need to complete and submit a Non-Richmond Resident Application to the Central Registration Office.

Please see Appendix C – Non-Richmond Resident Applications



Appendix A

2020-2021 School Catchment Boundaries





Appendix B

OFFICE USE ONLY

Staff Initial: _____

Application Date: _____

Time: _____

TRANSFER APPLICATION FORM FOR RICHMOND STUDENTS
SCHOOL YEAR 2021/22

Please complete form and submit by email to each requested school.

1st Choice REQUESTED SCHOOL

2nd Choice REQUESTED SCHOOL

Student Name: _____ Current Grade: _____
Last Name First Name

Current School: _____ Catchment School: _____

Birthdate: ____/____/____ Current ELL Level (if applicable): _____ ☐ Resource Support
D M Y

Home Address: _____

Postal Code: _____ Email: _____

Program: ☐ English ☐ Early French Immersion ☐ Late French Immersion ☐ Montessori

☐ Sibling attending requested school: _____ Current Grade: _____
Last Name First Name

Please describe the reason(s) why you are applying to the requested school(s):

Parent/Guardian: _____
Name Cell Phone Home Phone

Parent/Guardian: _____
Name Cell Phone Home Phone

Date Submitted

Parent or Legal Guardian Signature

FOR OFFICE USE ONLY

☐ The above application has NOT been approved.

☐ The above application has been approved for the 2021/22 school year.

Comment: _____

Decision Date

Administrator Signature

RICHMOND STUDENTS - TRANSFER APPLICATION IMPORTANT INSTRUCTIONS/INFORMATION

1. Parents/legal guardians **must first register their child for school before submitting a Transfer Application Form to each requested school.**
2. For best chance of transfer approval, families need to apply in the Round 1 Transfer Period (February 8-26, 2021).
3. **Approvals for all schools will be based on availability of physical, staffing and program space, and will be assessed in the priority of reason(s) for the transfer request (see below).** As part of our District Enrollment Management Strategy, schools may be deemed “open” or “closed” for transfer requests based on specific criteria relevant to that school.
4. Students who apply for a transfer will be considered in the following priority order:
 - (1) Sibling of a Richmond Resident student who will be attending the requested school and program for the 2021/22 school year.
 - (2) Sibling of a Non-Richmond Resident who will be attending the requested school and program for the 2021/22 school year.
 - (3a) Elementary - Daycare (address and confirmation of daycare arrangements may be requested).
 - (3b) Secondary - Grade 7 Cohort.
 - (4) Extenuating circumstances.
5. Each Transfer Application Form must be submitted by email to the requested school(s). Please complete this Transfer Application Form accurately, including reasons for the transfer, as incorrect or incomplete information provided may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request to transfer.
6. If your transfer application is approved, you will **have two business days to accept or decline the placement** at your requested school. If you choose to accept the placement at your requested school, your space at your catchment school will be forfeited. Should you choose to apply to return to your catchment school at a later date, your request will be subject to physical, resource and program space.

If accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian.

Round 1 Transfer Applications	Round 2 Late Transfer Applications	Late Transfer Applications
February 8 – 26, 2021	March 1 – May 14, 2021	May 18, 2021 or later
Decisions communicated to parents by March 12, 2021	Decisions communicated to parents by May 28, 2021	Decisions communicated to parents by September 10, 2021



Appendix C

OFFICE USE ONLY

Staff Initial: _____

Application Date: _____

Time: _____

**NON-RICHMOND RESIDENTS APPLICATION
SCHOOL YEAR 2021/22**

Please complete form and email to Central Registration Office at
centralregistration@sd38.bc.ca.

1st Choice REQUESTED SCHOOL

2nd Choice REQUESTED SCHOOL

Student Name: _____
Last Name *First Name*

Current School: _____

Current Grade: _____

Birthdate: ____/____/____
D M Y

Current ELL Level (if applicable): _____ ☐ Resource Support

Home Address: _____

Postal Code: _____ Email: _____

Program: ☐ English ☐ Early French Immersion ☐ Late French Immersion ☐ Montessori

☐ Sibling attending requested school: _____
Last Name *First Name* Current Grade: _____

Please describe the reason(s) why you are applying to the requested school(s):

Parent/Guardian: _____
Name *Cell Phone* *Home Phone*

Parent/Guardian: _____
Name *Cell Phone* *Home Phone*

Date Submitted

Parent or Legal Guardian Signature

FOR OFFICE USE ONLY ☐ The above application has NOT been approved.

☐ The above application has been approved for the 2021/22 school year.

Comment: _____

Decision Date

District Administrator Signature

NON-RICHMOND RESIDENTS APPLICATION IMPORTANT INSTRUCTIONS/INFORMATION

1. Parents/legal guardians of Non-Richmond Residents must complete a registration application and email it to the Central Registration Office at centralregistration@sd38.bc.ca. **Note: This application does not guarantee placement in the Richmond School District.**
2. Once applications from Richmond Residents have been considered, Non-Richmond Resident students who apply to attend a Richmond school may be approved to enroll. **Approvals for all schools will be based on availability of physical, staffing and program space, and will be assessed in the priority of reason(s) for the request.**
3. Please complete this form accurately, including reasons for the application, as incorrect information provided may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request to attend school in Richmond.
4. The first date that Non-Richmond Residents may apply for the 2021/22 school year is **January 4, 2021**. Please note, applications from Non-Richmond Residents will not be considered until after the Priority 1 and Priority 2 registration periods have closed and all Richmond residents have been placed.

If accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian.

Priority 1 Registration Period	Priority 2 Registration Period	Late Registration Period
November 1, 2020 – January 22, 2021	January 25 – May 14, 2021	May 18, 2021 – Ongoing
Richmond Residents will be placed. Non-Richmond Residents may apply but applications will not be processed.		Non-Richmond Resident Applications will be processed and decisions communicated to parents by September 10, 2021.