

Toronto District School Board

Operational Procedure PR545

Title: **OUT-OF-AREA ADMISSIONS**

Adopted: October 27, 1999

Effectuated: October 27, 1999

Reviewed: December 15, 2000; February 4, 2003; November 12, 2003;
December 15, 2004; October 24, 2005; October 18, 2006;
January 7, 2008; February 17, 2009; April 2012; June 2014; June
2015; September 2018; October 15, 2019; June 7, 2022;
November 14, 2023; May 20, 2025; **September 22, 2026**

Authorization: Chief Executive Officer

Department: Student Achievement; Central Program Admissions Office

1. OBJECTIVE

To outline the operational process for students seeking enrollment in TDSB schools outside their Designated Attendance Area in accordance with the Out-of-Area Admissions Policy (P013).

2. APPLICATION AND SCOPE

This Procedure applies to all students, Parents/Caregivers, Eligible Independent and Adult Students, and staff involved in the Out-of-Area Admissions process.

3. PROCEDURE

Admission Eligibility and Status Category Determination

- 3.1. **Right to Attend Designated School:** Each eligible student has the right to attend the regular program at their [Designated School](#), determined by the primary residential address of their Parent/Caregiver or Eligible Independent and Adult Student. Designated Schools must accommodate all students whose primary residential address falls within the school's Designated Attendance Area, unless an entrance restriction is in place.
- 3.2. **Out-of-Area Access & Transportation:** Students may apply to attend a non-Designated School via the Out-of-Area Admissions process only when space is available during annual central application windows. TDSB will not provide student transportation for Out-of-Area Students.

- 3.3. **Multiple Designated Schools:** Students with more than one Designated School connected to their principal residential address may only switch between them during the annual application window. If the Requested School is “Closed”, an application and change will not be possible.
- 3.4. **Annual Status Determination & Distribution:** Strategy and Planning Department in coordination with the Central Program Admissions Office, will categorize annually each school's status as Closed, Priority Limited, or Open Limited based on capacity and enrollment projections. Approved lists will be published on the [TDSB website](#) and distributed to schools, Trustees, and the public.

Application Submission, Lotteries, and Admission Priorities

- 3.5. **Application Limit & Support:** Applicants (Parents/Caregivers or Eligible Independent and Adult Students) must reside in Ontario and may submit one (1) application for a regular program or Intensive French Language Program school outside their Designated Attendance Area. School staff will assist families requiring technological or accessibility support.
- 3.6. **Randomized Selection Lotteries:** When demand exceeds available space in Priority Limited or Open Limited schools, the Central Program Admissions Office will conduct a centralized, recorded random lottery sequentially by priority level:
- **Priority 1 (Siblings):** Elementary School applicants with a sibling currently attending and returning to the Requested School.
 - **Priority 2 (Feeder Priority School):** Out-of-Area Applicants currently attending a recognized Feeder Priority School in the same program track.
 - **Priority 3 (Moved Out of Area):** Elementary School students currently attending the school who have moved out of the Designated Attendance Area.
 - **Priority 4 (Toronto Residents):** Out-of-Area applicants residing within the City of Toronto (e.g., TDSB students and students from independent/private schools, other school boards, home schooling, etc.).
 - **Priority 5 (Non-Toronto Residents):** Out-of-Area applicants residing outside the City of Toronto.
- 3.7. **Priority Placement Exceptions:** The following groups will be supported outside the application process and granted priority placement at regular intake times (i.e., end of term, Winter Break, Semester change), including "Closed" schools, where possible:
- **Indigenous Students:** First Nations, Métis, and Inuit students.
 - **Secondary School Students with Children:** Secondary School students whose children are enrolled in a licensed Child Care centre within the Requested School's Designated Attendance Area.

Process: Applicants falling within these priority access groups must submit requests via the central facilitated advocacy form or contact the Requested School directly. "Open" or "Limited" Requested Schools must register these students as in-area students. "Closed" schools must make reasonable efforts to accommodate timetables or provide viable alternative options, in consultation with the Central Program Admissions Office, as required.

3.8. Application Conditions:

- **Twins/Multiples:** Applications for twins or multiples applying to the same school/grade are processed as a single application and seated/waitlisted together.
- **International Students:** Fee-paying international students cannot use the Out-of-Area Admissions process and must request admission through the International Students Admissions Office.

Offers, Placement Duration, and Student Moves

- 3.9. **Offers and Waitlists:** Status notifications will be issued via email and tracked in the TDSB Student Information System (SIS). Offers must be accepted online before the specified deadline or are forfeited. Unsuccessful applicants will enter a randomized waitlist (up to three offer rounds for Secondary Schools) that expires at the end of final offer rounds. No further offers or placements will be made, even if seats are vacant.
- 3.10. **Duration & Return to Home School:** Admitted Out-of-Area Students may remain until completing the school's final grade range. Moving to the next school level (e.g., Elementary School to Secondary School) requires a new application. Out-of-Area Students may return to their Designated School at standard transition points (e.g., semester start) at the request of the student and Parent/Caregiver. Return to a school with an entrance restriction will not be possible.
- 3.11. **Mid-Year Moves:**
- **Elementary Students:** In-area Students moving to an out-of-area address mid-year may remain until the end of the current school year (or through graduation if entering their final year) or transfer immediately to their new Designated School.
 - **Secondary Students:** In-area Students moving to an out-of-area address mid-year may opt to attend their new Designated School or remain until graduation, unless the school is "Closed" and is under redirection restrictions, in which case they must transfer at the end of the school year (unless they are entering Grade 12).
- 3.12. **Appeals:** Admission decisions may be appealed in writing to the Superintendent of Education for the Requested School.

School Staff Administrative Responsibilities

- 3.13. **Requested Schools:** "Closed" schools must not accept Out-of-Area Students. Principals of schools categorized as "Priority Limited" and "Open Limited" will determine final space availability in collaboration with the Strategy and Planning Department after reserving spaces for local growth and the registration of new in-area students.
- 3.14. **Elementary Sending Schools:** Principals must host an annual fall information session for Parents/Caregivers of graduating students, monitor student destination lists, and ensure Grade 8 students select appropriate courses for confirmed Secondary School pathways.
- 3.15. **SIS Tracking & OSR Transfers:** Staff must set the Next School Indicator in the SIS by designated annual deadlines. Ontario Student Records (OSRs) will be transferred only upon written request from the Requested School once a new student is active.

Intensive French Language Programs

- 3.16. **Pathway Alignment & Out-of-Area Requirements:** Intensive French Language Program placements are governed by the French Language Programs Procedure (PR597) based on [principal residential address](#), not Child Care enrollment. Students seeking an Intensive French Language Program outside their designated pathway must submit an Out-of-Area Admissions application. No transportation will be provided.
- 3.17. **Program Progression & Non-TDSB Applicants:** Admitted students may complete the school's grade range but must reapply to transition to the next-level pathway school. Non-TDSB applicants must verify eligibility with the Requested School in person under PR597 before applying.

Child Care & Before- and After-School Program (BASP) Operational Guidelines

- 3.18. **Preschool JK Exemption:** Out-of-area children enrolled in a school-based preschool Child Care program by the end of December in the year before entering Junior Kindergarten who continue into the fall BASP may attend Junior Kindergarten at that school without an out-of-area application. Operators and schools must retain signed Information-Sharing Consent forms ([Form 692A](#)), and operators must provide verified transition lists to Principals every January.
- 3.19. **BASP Withdrawal Rules (JK to Grade 3):** Out-of-Area Students who withdraw from a school-based BASP prior to completing Grade 3 may finish the current school year but must either successfully apply through the standard Out-of-Area Admissions process for the following year (space permitting) or return to their Designated School.
- 3.20. **Next-Level School Progression:** Admitted Out-of-Area Students attending via Child Care exemptions will not automatically transition to the next school

level (e.g., Elementary School to Secondary School) and must apply through the standard Out-of-Area Admissions process (space permitting).

- 3.21. **Age/Policy Exemptions & Operator Oversight:** Out-of-Area Students demitted due to Child Care operator policy changes or aging out of a program may complete the school's full grade range. Child Care operators must prioritize in-area families, report departing families to school administrators, provide Parents/Caregivers with initial confirmation notice (Appendix A - Form 545C), and jointly communicate next-level transition rules with Principals.

4. DEFINITIONS

Before- and After-School Programs (BASP): Licensed Child Care, extended day, recreation, or skill-building programs operating outside school hours for students in Junior Kindergarten to Grade 6, as defined in the *Child Care and Early Years Act, 2014*.

Child Care: Licensed early learning and care programs for children from birth to 3.8 years of age.

Designated Attendance Area: The geographic area served by a Designated School.

Designated School: The school assigned to a student based on the primary residential address of their Parent/Caregiver, or the student's own address if they are an Eligible Independent and Adult Student.

Eligible Independent and Adult Students: Students, eligible to attend a TDSB school, who are 18 years or older, as well as students 16 years or older who have withdrawn from parental control.

Elementary School: School serving students from Kindergarten to Grade 8 (or any combination thereof). All Elementary Schools offer regular programming, and some may host specialized, intensive support, or Intensive French Language programs.

Feeder School: A school from which students progress to the next-level Elementary or Secondary School, based on their geographic attendance area or educational program.

Feeder Priority School: A Feeder School whose applicants receive priority in the Out-of-Area Admissions process because at least two-thirds (67%) of the residential units in its Designated Attendance Area fall within the next-level school's boundary.

Out-of-Area Admissions: The formal application, selection, and registration framework managed by TDSB for students seeking enrollment in a school outside of their Designated Attendance Area.

Out-of-Area Student: A student who attends a school located outside of their Designated Attendance Area.

Parent/Caregiver: Parent, legal guardian, or any other caregiver legally recognized as acting in place of the parent, including an individual with customary care of an Indigenous student.

Requested School: The school accepting applications and students through the Out-of-Area Admissions process.

Secondary Schools: Schools serving students from Grades 9 to 12 where Ontario Secondary School credits are granted. All Secondary Schools offer regular programming; some offer specialized, intensive support, or Intensive French Language programs.

Sending School: A student's current school, from which they are applying to attend another school in the following school year.

TDSB: Toronto District School Board, which is also referred to as the "Board".

5. EVALUATION

This Procedure will be reviewed and revised as required, but at a minimum every five (5) years.

6. APPENDICES

- **Appendix A:** Out-of-Area Admissions and Withdrawal from Child Care (Sample Letter) [Form 545C](#)

7. REFERENCE DOCUMENTS

Policies

- Out-of-Area Admissions (P013)
- Caring and Safe Schools (P051)

Procedures

- Child Care: Information Sharing and Confidentiality Agreement (PR692)
- French Language Programs (PR597)