

## Planning Department Memo

### Central PS Enrolment Cap Process



**To:** Finance and Facilities Committee  
**From:** Peter Sovran, Director of Education  
**Prepared by:** Glen Regier, Chief Financial Officer  
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**Date:** June 18, 2024  
**Report Type:** Decision

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### **Recommendations**

1. That Memo PLN 24-10 "Central PS Enrolment Cap Process" be received.
2. That the Board approves an enrolment cap at Central PS of 12 classes effective for 2025-26 school year.
3. That the enrolment cap be established in accordance with the process outlined in Section 2.0 of Memo "PLN: 24-10 Central PS Enrolment Cap Process".
4. That if the 12-class cap is breached, communication will be sent to affected families informing them that they will be redirected to Willow Rd PS with transportation provided according to the Board's busing eligibility criteria.
5. That siblings will be prioritized if registered prior to completion of the Staffing Process in February.
6. That once enrolment cap of 12 classes is reached, siblings of affected students be provided an option to either continue to attend Central PS or move to Willow Rd PS.
7. That an acknowledgement form be provided to the families of all new registered students to advise of the enrolment cap and potential redirection to Willow Rd PS.

## **Rationale**

At the May 14, 2024 Board meeting, Trustees approved the following motion:

### *Resolution No #24-155*

*That staff provides a report outlining the details of an enrolment cap process for Central PS for the 2025-26 school year at a future Finance and Facilities Committee Meeting.*

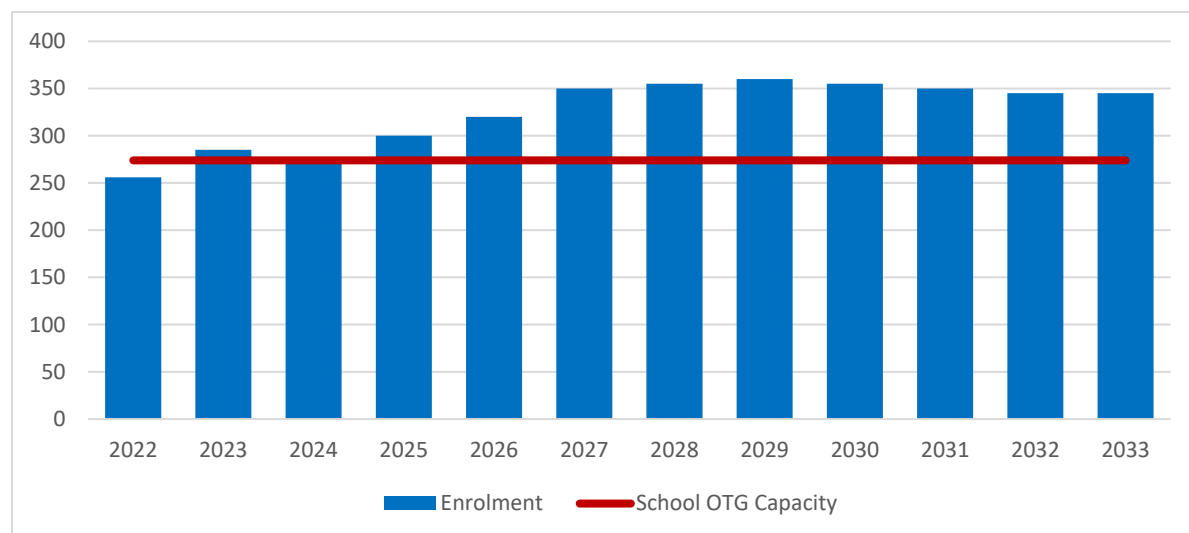
## **1.0 Background**

The Board's Long Term Accommodation Plan Final Report (March 19, 2024) included updated enrolment projections for schools across the UGDSB jurisdiction including Central PS based on the most up to date Provincial and Municipal policy and residential development information available.

Figure 1 shows the historic and projected enrolment at Central PS. Although the enrolment of 285 students in 2023-24 was close to the school's capacity of 274 pupil places, the school facility and site are small with a very minimal threshold for accommodating enrolment beyond its capacity. Therefore, a portable was required for 2023-24 as a temporary measure to accommodate the 12th classroom until a longer-term solution could be determined.

The enrolment of Central PS is projected to decline in 2024-25 due to a large cohort of Grade 6 students graduating in 2023-24 in comparison to the size of the JK cohort entering in 2024-25. However, by 2025-26 enrolment is projected to increase with continued growth forecasted over the next 5 years.

*Figure 1 - Central PS Historic and Projected Enrolment 2022-2033*



## **2.0 Enrolment Cap Process**

The Board's Long Term Accommodation Plan Final Report (March 19, 2024) introduced Enrolment Cap as another temporary tool to address short-term accommodation options to address enrolment pressures at the UGDSB schools.

As noted previously, a portable was placed in the parking lot of Central PS for the 2024-25 school year as a temporary measure. The school site is very constrained with limited play area for students and parking spaces for staff and visitors. Any additional portables can not be placed on the site as the Building Permit will need to conform with the parking regulations of the City's zoning by-laws, which can not be achieved for this site. Hence an enrolment cap needs to be in place until a more longer term solution is approved by the Board.

At the time of JK registration each January, families will be required to sign an acknowledgement form advising them of the Board resolution and the enrolment cap, and potential redirection of students to Willow Road PS.

Once Staffing Process has been completed in February and the school capped at 12 classes (11 in-school classes +1 portable), any new registrations will be redirected to Willow Road PS. Furthermore, any registrations received prior to staffing will be reevaluated based on the date/time received and redirected to Willow Road PS once the cap is reached. The affected families will be notified of any changes immediately after completion of the staffing process.

With an enrolment cap, Kindergarten students registered at Central PS and who have an older sibling(s) attending the school will be given preference in the Staffing Process to attend Central PS to keep the families together. However, if the new sibling is not registered prior to the completion of Staffing Process in February, they will be evaluated based on the date and time of registration and no preference will be given should they have siblings in the school.

Furthermore, during the staffing process if it is identified that the new siblings are required to be redirected to Willow Road PS, parents will be provided an option to have the older sibling either continue at Central PS or move to Willow Road PS.

Busing will be provided to students being redirected to Willow Road PS according to the Board's transportation eligibility criteria.

## **3.0 Community Notification**

Staff Report Memo PLN 24-06 identifying options for Trustees was posted on the Board website and a communication through school website and newsletter was sent out to

the community along with providing details of the delegation opportunities at the Board Meeting on May 14, 2024.

The following are the steps that will be taken to notify the school community about the adoption of this report at the Finance and Facilities meeting:

- A letter will be sent home to parents/guardians of Central PS to provide notification of the enrolment cap and transfer of students that breach the 12-classroom cap to Willow Rd PS effective in 2025/26. This same information will be provided for the school newsletter.
- The school website will be updated with information about the enrolment cap decision and links to the Board web page with this report.
- An update to the “Central PS Enrolment Review” web page under the Accommodation and Planning section on the Board’s website will be updated with a link to this report, an email address for communication, an FAQ and details on delegation opportunities.
- School Locator tool and the Boundary and Maps section of the Board’s website will be updated with disclaimer message about the enrolment cap at Central PS and transfer of new registrants to Willow Rd PS.
- The Central PS JK-6 attendance area map for 2025-26 will be updated to include the motion about the enrolment cap and transfer of students to Willow Rd PS.
- Service de transport de Wellington Dufferin Student Transportation Services (STWDSTS) will be informed of the Board decision to update the Find my school application.