

**SCHOOL ATTENDANCE AREAS**

It is the policy of the Board of Education that each pupil shall attend the school in the district in which he/she lives, unless in the judgment of the Superintendent, the welfare of the pupil, or other special circumstances, placement in another school seems advisable or necessary.

Policy approved: 12/18/84  
Revised Policy Approved: 11/27/07

NORWICH PUBLIC SCHOOLS  
Norwich, Connecticut

**School Attendance Areas**

It is the policy of the Board of Education that each pupil shall attend the school in the district in which he/she lives, unless the Superintendent approves an application for Out of District Placement. The decision for Out of District Placement shall be made based upon the following criteria:

Out of District Placement Criteria

Applications must be received by May 1st of the current school year. Decisions will be made on a priority basis with notification to parents/guardians by June 1st. All Requests received after May 1st will be handled on a "first come first served" basis. Applications must be renewed annually.

Child care provisions needed by parents that cannot be met within the residing district. (Parents/guardians must provide written verification to the Central Office).

Extenuating employment situations such as, but not limited to the hours of work, and distance to and from work. (Parents/guardians must provide written verification to the Central Office).

"Other" requests will be considered provided the specific reasons are put in writing to the Central Office.

**SPECIAL NOTE:**

1. Out of District Placement requests will only be considered for those schools where the class size/grade level "buffer" does not exceed the expected growth within a district (see attached examples).
2. Out of District Placement will not be considered when the Central Office and School District Administration determine that it is educationally inappropriate to increase class size.

The decision of the Superintendent may be appealed to the Board of Education.

Policy adopted: 12/18/84  
Policy revised: 8/23/88  
Policy revised: 11/27/07

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"Buffer" Example #1  
(One Class Per Grade Level)

**GRADES 1 - 6**

<u>Suggested Maximum Class Size</u>	<u>Indistrict Reserve Buffer</u>	<u>Capacity Level</u>
24	4 students	*20

\*This does not take into consideration any Special Education students that may be mainstreamed by the Pupil Placement Team (PPT).

We would only consider an Out of District Placement if the above class size were 19 or less,  
and

Administration determined that it would be educationally appropriate to increase the class size.

"Buffer" Example #2  
(More Than 1 Class Per Grade Level)

**GRADES 1 - 6**

Suggested Maximum Class Size	-	Indistrict Reserve Buffer	=	Capacity Level
24	-	2	=	22*
24	-	2	=	22
24	-	2	=	22
6 students				

**KINDERGARTEN**

20	-	2	=	18
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\*This does not take into consideration any Special Education students that may be mainstreamed by the Pupil Placement Team (PPT).

We would only consider an Out of District Placement if any one of the above class sizes was 21 or less for grades 1 - 6 and 17 or less for Kindergarten;

and

Administration determined that it would be educationally appropriate to increase the class size.