
ATTENDANCE OFFICER

Background

Public education is the cornerstone of a democratic society and therefore the Division accepts its responsibilities in enforcing compulsory school attendance as identified in the Education Act.

Procedures

1. The Superintendent is designated the Attendance Officer.
 - 1.1 The Superintendent may delegate aspects of the Attendance Officer's responsibilities to other staff members.
2. The Attendance Officer will assume the pursuit of a truant student on receipt of a notification from a principal pursuant to Administrative Procedure 350 – Student Conduct.
 - 2.1 The Attendance Officer will contact the parents of a truant student by ordinary mail and inform them that legal action may be taken if the student does not resume satisfactory attendance.
 - 2.2 The Attendance Officer may involve such other agencies or persons as they see fit in attempting to persuade the student to resume satisfactory attendance.
 - 2.3 If there is no satisfactory development pursuant to clause 2.2 above, the Attendance Officer will apply for a court order pursuant to section 9 of the Education Act.
 - 2.4 If the student fails to comply with the order of the court, the Attendance Officer will refer the matter to the Attendance Board as set out in sections 9(3) of the Education Act.

Reference: Sections 1, 8, 9, 252 Education Act

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