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## **ADMINISTRATIVE PROCEDURE 488**

### **ATTENDANCE OFFICER**

#### **Background**

The Division believes that universal public education is the cornerstone of a free and democratic society and therefore accepts its responsibilities in enforcing the compulsory school attendance provisions of the School Act. However, the Division believes that its responsibilities do not include the physical apprehension of a student as envisaged by sections 14(2)(a) and (b) of the School 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 shall 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 he sees fit in attempting to persuade the student to resume satisfactory attendance.
  - 2.3 If there is no satisfactory development pursuant to 2.2 above, the Attendance Officer shall apply for a court order pursuant to sections 14(3)(b) and 14(4)(b) of the School Act.
  - 2.4 If the student fails to comply with the order of the court, the Attendance Officer shall refer the matter to the Attendance Board as set out in section 15(1) of the School Act.

Reference: Section 14, 15, 20, 60, 61, 113 School Act

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