



POLICY:

REGULATION: JEDA TRUANCY

EXHIBIT:

### **ATTENDANCE OFFICER**

The attendance officer ensures the regular attendance of every student in the School Division according to the "School Attendance Act".

In carrying out his duties, the Attendance Officer (Assistant Superintendent - Pedagogy) shall:

1. Investigate all referrals received from the schools concerning students who are absent without just cause and advise the principal of the school concerned of the action taken.
2. Assess the situation in terms of the student, the parents, outside agencies and the school.
3. Co-ordinate the various agencies involved with a particular family in order to clarify responsibilities and establish a plan of action.
4. Follow up on students' attendance for a set period of time to ensure attendance is regular.
5. Proceed with court action if the parent(s) does (do) not ensure the child's attendance.
6. Refer the family to a Child Welfare Agency if the child is considered unmanageable or out of control.
7. Prepare reports and statistics as required.

APPROVED: August 1996

REVISED:

SOURCE:

OTHER REFERENCE: