



## **ATTENDANCE POLICY**

Staff in both Head Start and Early Head Start centers will document daily attendance to ensure all children and families are receiving ongoing educational services. After four consecutive days of absence with no parent/guardian contact, an enrolled child will be dropped from the program.

## **PROCEDURE**

If absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedure for all children with four or more consecutive unexcused absences.

### Consecutive Absenteeism:

1. First day of absence: The teacher/teacher assistant will attempt to contact the parent/guardian.
2. Second day of absence: The teacher/teacher assistant will attempt to make contact with the parent/guardian.
3. Third day of absence: Family Service Worker will attempt to make contact with the parent/guardian.
4. Fourth day of absence: Family Service Worker will be required to do a home visit to contact the parent/guardian. If no contact has been made with the parent/guardian a letter will be sent home and the child will be placed on the waiting list and the child's slot will be considered open.

### Chronic Absenteeism:

1. After the fourth day of unexcused absence, Family Service Workers will begin working with the family and emphasize the benefits of regular attendance, while at the same time being sensitive to any special family circumstances influencing their attendance pattern.
2. In cases of chronic absenteeism, where a child has more than 10 unexcused absences in one month, the child will be placed on the waiting list and the child's slot will be considered open.

In order for a child to be reinstated into the classroom after being placed on the waiting list for absenteeism, the parent/guardian and the Family Service Worker will have a conference to discuss and complete an attendance contract.

## **DOCUMENTATION**

Monthly Attendance and Daily Health Assessment Report  
Family Contact Form  
Enrollment Drop Letter  
Attendance Contract

## **REGULATORY REFERENCE(S):**

Head Start Performance Standards 1305.8 Attendance Performance Standards

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PC Approval: 02/09/10  
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