
ERSEA

Subject: Attendance Policy – Home-based

Source: This policy complies with Head Start Performance Standard 1305.8(b)& (c)

Policy

To give children the best possible education by requiring regular attendance to insure a consistent classroom experience.

Federal Performance Standards requires that Head Start programs must analyze the causes of absenteeism when the monthly average daily attendance rate falls below 85%. This analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

Procedure

1. Parents should call if the family cannot make their visit on a scheduled day.
2. If the teacher has not heard from the parent after **two consecutive weeks**, they will inform Family Services worker (FSW). The FSW will call the numbers on file to inquire as to why the child missed their visits and to remind the parent/guardian that they must call the school regarding attendance.
3. If the FSW is unable to make contact and the child has been out for 2 consecutive weeks, an In House Referral to the Social Services/Parent Involvement Manager (SSPI) will need to be completed with the exact dates the child has missed. The SSPI will make a phone call or conduct a home visit to work with the family in any way possible.
4. When a child has been absent **(3) three consecutive weeks** without any contact, three letters will be generated , two will be mailed (certified) and non-certified to the current address listed by the SSPI manager and the other copy of the letter will be placed in the child's binder.
5. The parent will be given (7) seven calendar days to respond to the SSPI mgr. regarding the attendance issue.
6. If there has been no response from the parent, the child will no longer be enrolled in the Early Head Start Program.