

## CenClear Attendance Policy – ED – 01



Consistent classroom attendance is an important part of preparing your child for successful life-long learning. Attendance is required each day class is offered. If your child is absent, the absence is considered excused or unexcused.

When your child is absent, you must provide a written excuse. Absences for the following reasons are considered to be excused:

- Illness
- Death of a family member
- Extenuating family situations/emergencies including health issues of family members that affect the classroom attendance of the child. In these circumstances, referrals to the appropriate department and possible support resource agencies need to occur.
- Health, dental or mental health appointments
- Fire, natural disaster, or other extenuating circumstances (must provide details)
- If a child's IEP indicates an altered schedule (must receive prior approval)
- Other extenuating circumstances deemed as excused by CenClear. These instances must be approved through the Child Development Department.

The following guidelines apply to all families:

- Parent must contact teacher daily if child is absent
- A doctor's excuse is required after 3 or more absences related to illness or health appointments
- A written excuse must be turned in for each day absent
- If 4 (Head Start) or 5 (PreK Counts) consecutive unexcused absences occur, an attendance plan is developed
- For Head Start, all unexcused absences must be analyzed. An attendance plan will be developed after 4 or more consecutive absences occur, or after a pattern of absences develops.
- For PreK Counts, a child who has 10 or more consecutive unexcused absences or more than 10% unexcused absences over the course of the school year (more than 18 total days) and has not responded to program supports must be dismissed from PreK Counts and should be replaced with an eligible child from the waiting list.

Children who have excessive unexcused absences and efforts to improve attendance have not been made by the parent(s)/legal guardian(s) may be dismissed from the program.

It is important for all families to communicate regularly with staff about attendance issues.

**\*\*Note:** All documentation occurs in ChildPlus, the system utilized for electronic documentation for all children.