

Policy & Procedure	
Policy #: HS-5 Title: Attendance for center- based services Section: Program Design Management	Approval Date: 5/8/2025 Procedure Revision Date: Most Recent Board Review: 5/8/2025 PC Approval Date: 10/17/2024
Forms Required: Attendance Agreement, Parent Handbook, Parent Contact Form, CP 2301, 2310, 2315, 2336, Daily Attendance Log, Attendance Plan	
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Policy: It is the Policy of NeighborImpact Head Start and Early Head Start (EHS) to have a formal process of promoting and maintaining attendance.

Purpose: In order for a child to achieve maximum benefit from the Head Start/EHS Program, it is important that they attend classes consistently. In addition, in order to maintain adequate funding levels for the program it is the goal of NeighborImpact Head Start/EHS to achieve 100% attendance. Families will be encouraged and assisted in assuring their child attends class at all times unless the absence is excused.

Procedure:

Promoting Regular Attendance:

Tier 1: Strategies to promote and reinforce regular attendance

1. At the enrollment visit or first home visit for EHS, the Head Start Advocate or EHS Home Visitor reviews the agencies policy on attendance and completes the Attendance Agreement in ChildPlus.
2. At Parent Orientation, the attendance policy in the Parent Handbook is reviewed and importance of regular attendance reinforced.
3. At each Head Start conference and home visit the percentage of the child’s attendance is reviewed and documented on the Parent Contact Form.
4. If a child is absent and the parent/ guardian has not contacted the program within one hour of the start of class, the program will attempt to contact the parent to ensure the child’s well-being.
 - Teacher or Assistant Teacher will text/call family to find out why child is absent within one hour of the start of class.
 - If the parent does not respond by end of day, the Teacher (half day) or Advocate (full day) will call the family.
 - Full day teachers will notify Advocates of what families need to be contacted.
 - Teacher or Advocate will conduct a home visit if there is no contact from the family after two or more consecutive unexplained absences.
 - A notice of potential drop letter will be mailed to the family after two weeks of no contact from the family.
 - Child will be dropped from the program if no contact has been made within 5 days of the potential drop letter being sent.
 - All attempts to contact family will be documented in ChildPlus in attendance follow-up section.
5. Contact with the family must emphasize the benefits of regular attendance while at the same time supporting the family and remaining, sensitive to any special family circumstances influencing attendance patterns.
6. Notifications from the parent/guardians about attendance are documented in the notes section of ChildPlus in Attendance tab. Attachments will be uploaded in the Attendance Attachment tab.

Tier 2: Children who are experiencing moderate rates of absenteeism (10-20% cumulatively) within the first 60 days of class and on an ongoing basis thereafter. Teacher /Advocate will review attendance at first parent conference to identify barriers to regular attendance.

1. The Teacher/Advocate will create a plan with the parent/guardian of attainable goals that fit within the child's family system, utilizing the Attendance Plan form.
2. The Teacher/Advocate or EHS Home Visitor will review the Attendance Agreement with the parent/guardian and have the parent/guardian resign the agreement to acknowledge that the Attendance Agreement was discussed.
3. All contacts with the child's family are documented in CP under attendance and family service. The Attendance Agreement will be uploaded in attachments in the Attendance tab of ChildPlus.

Tier 3: Children who are experiencing severe rates of absenteeism (20% or more cumulatively) within the first 60 days of class or ongoing thereafter::

1. Teacher/Advocate will continue to offer appropriate tier 2 family supports.
2. The Teacher/Advocate will review and update the attendance plan monthly with the parent/guardian.
3. If a child ceases to attend, program staff will make appropriate efforts to reengage the family. If the child's attendance does not resume, then the slot will be considered vacant, and the child will be dropped from the program.
4. All contacts with the child's family are documented in CP under attendance and family service. The Attendance Plan will be uploaded in attachments in the Attendance tab of ChildPlus.

Defining Absence

A. Excused Absence is when the child is not present, but the reason is known and excused. Such as the child is at a medical or dental appointment or the parent has informed you that the child is sick.

1. There may be circumstances that cause a child to regularly miss class. In this case, a documented plan must be developed as a collaborative effort between the family, Teacher/Advocate, Site Coordinator, HS Advocate.
2. The development of the plan must include agreed upon strategies, a system of contact, and weekly educational activities and will be documented on the Attendance Plan form. A copy of the plan will be given to the family, and the plan will be uploaded to ChildPlus in the attendance attachments.
3. After a plan has been established, absences defined in the plan are recorded as excused.
4. Prior arrangements may be negotiated for an extended absence when the family plans to be out of the area. This period will not exceed 21 calendar days without approval from the Head Start Director. If contact is not made after the timeframe listed in the plan, the program considers the absences unexcused.

B. Unexcused Absences:

1. If a child does not attend class and the parent has not notified staff of the absence by the end of class, the absence is unexcused.

Recording Attendance

Daily attendance is recorded within 30 min of the start of class using the ChildPlus Attendance App using the following codes:

P – Present is recorded when the child is present for any time during the class period.

E – Excused is recorded when the child is not present, but the reason is known and excused.

U – Unexcused is recorded when the child is absent, and the reason is unknown.

N – Not scheduled is recorded when the child is not scheduled to be in class such as when the child is dually placed and scheduled to attend class in an Early Childhood Special Education classroom.

Prior to the start of the school year, the Teacher Advocate, or designee, will print a blank CP report #2315 & #2316. This is used when the ChildPlus Attendance App is not working, not available, or if a child has multiple sign-in and outs. If Report #2315 or #2316 is used, attendance will be entered into CP by the end of the week. Report should be reviewed weekly to ensure accuracy and new copies should be printed if necessary.

Monitoring Attendance

1. Teacher /Advocate will review CP report #2310 at the end of each week to ensure all attendance was saved correctly.
2. Handwritten attendance records and Report #2315 will be kept in the Classroom Notebook until the EOM. CP 2315 only needs to be turned in with EOM if it has been used.
3. Teacher Advocates or Advocates will run and review ChildPlus Report #2336 Attendance Works Chronic Absence after 60 days of class and monthly thereafter. If a child is at risk for missing 10% of the program days per year, follow the steps above (create an attendance plan and document in CP).
4. Monthly, the ERSEA Coordinator will run ChildPlus Report #2301. If the Monthly Average Daily Attendance of the program falls below 85%, the ERSEA Coordinator will notify the Site Coordinators to complete the Analysis of Patterned Absenteeism (APA) worksheet.
5. Site Coordinators will complete APA and email to the Health Services Manager to be upload into TEAMS within 7 days.
6. The Health Manager will review APAs to ensure Attendance Plans are in place and follow up on children whose attendance is not improving.
7. Associate Food Services Manager will reconcile recorded ChildPlus Report #2315 with data entered in ChildPlus monthly.