

Attendance Policy

All families are encouraged to maintain regular attendance in Head Start activities. Head Start staff will support families in identifying barriers to regular attendance and will initiate support as appropriate. If families are not able or willing to participate, another child will be given the opportunity to attend the program.

Areas of Responsibility

1. The Family Service Coordinator is responsible for investigating and documenting the causes of absenteeism if the average daily attendance in the center based program falls below 85%. The Family Service Coordinator also records attendance in Child Plus.
2. Classroom teachers are responsible for ensuring that daily classroom attendance is completed through Infinite Campus.
3. The Family Service workers and classroom staff are responsible for follow up and family support on attendance issues and for documenting these activities.

Procedures

1. Absences (1302.16 Attendance)
 - a. Parents are encouraged to call or send a note to account for each day their child cannot attend class and to explain the reason for the absence. Attendance will be recorded daily in the classroom using Infinite Campus.
 - i. Teachers must complete classroom attendance within one hour of program start time (9:00 AM and 12:30 PM) in Infinite Campus
 - ii. Family Service Coordinator will contact families of absent children who have not contacted the program about the absence daily.
 - iii. The Family Service Coordinator will document the nature of the child's absence in Child Plus.
 - iv. Family Service Coordinator will document all contacts and attempts at contact
 - b. Family Service Coordinator will monitor the daily attendance to make sure it is being done and to provide any needed follow up.
2. Analysis of the cause of absenteeism
 - a. If the monthly average daily attendance rate in the program falls below 85% the Family Service Coordinator must analyze the causes of absenteeism. The

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. This analysis will be included in the monthly governing body reports. Staff will also examine barriers to regular attendance, such as access to safe and reliable transportation and where possible, provide or facilitate transportation for the child if needed. (We do provide bus transportation)

3. Attendance plans and alternative services

- a. If a child falls below the 85% threshold, family service staff will send a letter or make a home visit to determine a plan to help the child come on a regular basis.
- b. The attendance plan will be designed to help the family establish regular attendance or, if necessary, to plan for alternative services. The attendance plan will be developed by the family, family service worker, and teacher. The plan must:
 - i. Identify the reasons for absences
 - ii. Include a specific plan and date for establishing regular attendance or alternative services.
- c. Alternative services will be designed to ensure that all children enrolled in Head Start receive services and continue to make progress on their educational goals.
 - i. Alternative services will be provided by a staff member and will typically occur during a home visit. (teacher sending school readiness materials to do at home while child is not at school.)
- d. Staff must document all contacts (telephone calls, letters) with the child's family and any special family support activities which are provided as part of the attendance plan.

4. Tardy Procedure

- a. If a child has three or more consecutive tardies, a tardy letter will be sent to the family. After 3 letters, the child will be asked to either move sessions from full day to half day, or be asked to use alternate transportation to help the child get here on time.

5. If a child is homeless, the program must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records. We will work with families to get children immunized as soon as possible in order to comply with requirements. If a child is homeless and unable to attend classes regularly because the family doesn't have transportation, the program will offer bus transportation to transport the child to school. Family Service Staff will continue to help families that are experiencing homelessness with attendance plans.

Withdrawal from the program

1. If regular attendance cannot be established either by classroom participation or by participation in alternative services, another child on the waiting list must be given the opportunity to enroll in the program. Families should be given every opportunity to establish regular attendance, and should be withdrawn from the program only when they are unwilling or unable to participate.

Parent Support: (1302.16 Attendance)

The Head Start Program will:

1. Provide families information about the benefits of regular attendance
2. Support families to promote child's regular attendance
3. Conduct a home visit or make other direct contact with a child's family if the child has multiple unexplained absences
4. Identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve their individual attendance.
5. If a child ceases to attend, the program must make appropriate efforts to re engage the family to resume attendance.

This policy complies with Head Start Performance Standards:

1305.8(a)-(c)

1306.32(b)(5)

Policy Council Approval:11/9/23

Bourbon County Preschool Head Start Attendance and
Absentee Plan

There is no mandatory policy for children to attend preschool, but it is important that all children attend the program when they are physically able to in order for them to receive maximum benefits. The program encourages the family to send their child everyday they are able to in order to instill good attendance for future education. The program stresses the importance of a child attending daily and rewards those who have perfect attendance each year.

To assist families in understanding the importance of the child attending the program on a regular basis, the program will document each child's attendance on Infinite Campus and Child Plus. We will monitor each child's attendance on a daily basis. The Family Service Staff and/or teacher will contact the parent by phone. If there is no response from the family, Family Service Staff will make a home visit to check on the child. During this homevisit, the family service staff will explain the importance of the child's attendance in the program and offer assistance if needed. The family service coordinator will then inform the teacher and director about the homevisit.

A letter will also be sent out each month to students that fall below 85% attendance. The letter will inform parents of the child's poor attendance and ask what we can do to help them come more. If the child has a number of excessive absences and continues to miss, the director will determine if the child should be removed from the program

PROCEDURE: Child Absences

OBJECTIVE: To assist families in understanding the importance of the child attending the program on a regular basis.

Activity	Person(s) Responsible	Date to be Completed	Evidence of Completion
1. Document and enter the child's absence/tardiness on the required attendance records.	Classroom teacher Classroom paraprofessional	Daily from August through June	Infinite campus
2 Check attendance of child (daily)	Family Service Staff	Daily	Attendance records on Infinite campus Child Plus
3. Contact the parent by phone, if the parent has not contacted the Preschool Head Start Program.	Classroom teacher/ Family Service Staff	The day of absence	Infinite Campus Child Plus
4. Check absences and/or any concerns teachers have regarding children/families.	Family Service Staff	Daily	Infinite Campus Child Plus
5. Make a home visit for more information on the absence of a child.	Family Service Staff	after two consecutive days of unknown absences	Infinite Campus Child Plus Notes
7. Explain importance of child's attendance in program and offer assistance if needed.	Family Service Staff	When child has missed 85% of the time	Letter to Parent Phone Call Child Plus Notes
8. Inform classroom teacher of family situation/ concern	Family Service Staff	when absent concern arises	Child Plus notes
9. Check attendance report for monitoring of attendance and report excessive absences to the Head Start Director.	Family Service Coordinator	Monthly August through June	Child Plus Report Monthly
10. Determine if a child with excessive absences should be removed from the program.	Director	As needed	Letter of notification to parents



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for the Love of Learning

**Bourbon County
Preschool Head Start**
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'To enhance school readiness for all young children in Bourbon County by ensuring quality services which are comprehensive, integrated and family focused.'

Dear _____,

Your child _____ has been absent from Preschool Head Start for several days and is not coming to school at least 85% of the time. If

there is anything we can do to accommodate you to help your child attend daily, please let us know.

If there are any other barriers that are preventing your child from attending, please let us know if we can help. We strive to help both children and families and we hope to see your child back at preschool. Please call Amy Graves at (859)-987-2183 to update this information.

Melissa Hamilton
Principal