

# Attendance Policy

## Elm Street set a goal of having 95% attendance each month!

*Attendance that is lower than 80% is cause for concern and could lead to a report of educational neglect to DCYF.*

### Absences

At 5 absences per quarter, a letter will be sent home notifying the family with report card. Additional absences following a letter will result in a phone call to the family from Administration and/or School Social Worker for support and intervention.

At 10 absences, Administration will request a mandatory meeting with family.

- At the meeting, the family will be offered support/resources to get through barriers of tardies and/or absences.
- If the family fails to attend the mandatory meeting, the School Social Worker will conduct a home visit.
- If absences continue, a report of educational neglect will be made to DCYF.
- Every absence counts. Excused, unexcused, illness, vacations etc.
  - Excused Absences: Illness, death in family, emergencies, religious holiday
  - Unexcused Absences: Oversleeping, tired, staying home to babysit.
  - Family Vacations: We encourage families to travel within the school vacations. If that is not possible, parents need to communicate with the Elm Street office and teachers to make arrangements to obtain work.

### Tardies

- At 10 tardies per quarter, a letter will be sent home notifying the family with report card.
- Additional absences following a letter will result in a phone call to the family from Administration and/or School Social Worker for support and intervention.

*"The reality is an absence is an absence, excused or not, and that child is not in that classroom benefiting from the instruction on that day. We have to work in our community, with our schools and our families to build a culture of attendance."*

*- Ralph Smith, Executive Vice President,  
Annie E. Casey Foundation*



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## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

**Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.**

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)