

Center Based Attendance Procedure

Regulations		
EHS/HS: 1302.16	ECEAP: PAO-8	WAC: 110-300-0455

Purpose:

The benefits of regular attendance support child learning, family engagement, school readiness and family well-being. Children are more prepared to learn when routines are established in the classroom and home environments. When children miss school or are late for school, they not only miss educational content and learning opportunities in a social context but when they return, they must put most of their energy into readjusting to classroom scheduled, relationships and expectations. Inconsistent attendance often indicates the program needs to make more efforts to engage and support families.

Procedure:

Communicating with families about the important of attendance begins with our first interactions. During conferences, teachers will share the importance of regular attendance, routines, and impacts of missing school or being late for children. Staff will discuss with families our process for reaching out if we do not hear from a family within 60 minutes of class starting and follow up contact and potential home visits. The importance of children attending consistently and arriving on time can be revisited at any time throughout the year as needed with individual families and/or the class. Attendance is taken at time of drop off electronically in Child Plus using a parent/guardian full signature. Staff full signatures may be used if a child is leaving for activities such as developmental preschool.

If a child does not arrive at the center within 60 minutes of the child’s scheduled start time and there has been no contact from the family stating the reason for absence, the teaching staff will attempt to make contact with the family to ensure the well-being of the child. These attempts may include phone call, text or email. These attempts will be documented in Child Plus under individual child “Attendance Notes”. This is to ensure children are safe when they do not arrive at school

Attendance Notes for [redacted] on 7/28/22 🕒 ABC 🖨️ ✍️ 📄 ↗️

7/29/2022 12:41 PM Erin Schafer attempted to reach mom today after class started to see where Johnny was. No response as of after class. |

Click on a participant’s name to go to their individual attendance and manage their follow-ups.

If there has still been no contact with the family at the end of class, teaching staff will make additional attempts to contact the family including (but not limited to) emailing, calling **and** texting the family. These attempts must be documented in Child Plus.

Attendance Notes for [redacted] on 7/28/22 🕒 ABC 🖨️ ✍️ 📄 ↗️

7/29/2022 12:45 PM Erin Schafer called, texted and emailed family regarding Johnny’s absence from class. I requested return phone call.

7/29/2022 12:45 PM Erin Schafer attempted to reach mom today after class started to see where Johnny was. No response as of after class. |

After 2 days with no contact at all from the family, teachers will communicate these absences to the entire team (site supervisor and family advocate) either via email or phone call. Teachers will make a final attempt to connect with the family, letting them know that they are worried about them and that they will be stopping by their home (providing time to

family not to exceed 24 hours). Teaching staff may also utilize emergency contacts in an attempt to contact the family. If a family returns this communication, the home visit is no longer required. The attendance home visit will include a short visit at the family home to re-engage the family and determine if there are other needs that need to be addressed (transportation, family well-being etc.). Documentation from this home visit will occur in the Education Notes using the description "Attendance Home Visit".

Scheduled Extended Absences

If families are scheduled to be out of the area for an extended time due to vacation or similar circumstances, plans prior to their absence will be required. Families may miss up to two full weeks with prior arrangements and no written alternative plan. Communication with site supervisor and program managers are required to support any additional requirements needed. Scheduled extended absences must be documented in Education Notes using the description "Scheduled Absence". See key at the bottom.

Alternative Attendance Plans

Alternative Attendance Plans may be developed if a family has identified any hours/days that may conflict with the scheduled class days and times (example: IEP Services) or have reasons a child temporarily (not to exceed 1 month) cannot attend class like health, mental health, safety concerns, homelessness, extended leave due to cultural or religious reasons. These plans will be documented on the Attendance Action Plan in partnership with the entire site. The teachers and family advocate will work together to develop the plan and submit it to the site supervisor. They must be approved by the site supervisor, program managers and DCYF (ECEAP only). If additional considerations are identified, contact Education and Family Program Manager.

Support of Children and Families Experiencing Homelessness

Teaching staff and Family Advocate will communicate with each other in identifying families that might need additional support for transportation. If a child is unable to attend class regularly due to transportation challenges related to homelessness, staff will make every attempt to connect the family to community resources that will meet their need for transportation. Family Advocates will work closely with the family to identify barriers to transportation and explore solutions that meet the family's need. This communication will be documented under Routine Contacts using the description "Attendance Support".

Ongoing Absenteeism or Disengagement

If a child stops attending class and every effort to reengage the family including: phone, text, email, home visit, emergency contacts, partnership communication etc. has been expended, direct service staff will develop a plan with the site supervisor for next steps to exit the child from the program. These efforts must be exhausted within 10 calendar days. The slot will then become vacant and requires communication with the ERSEA team.

Attendance Analysis and Managing Systemic Attendance issues:

During Round Table Meetings, staff will discuss child/family attendance using data to inform practices:

- Staff utilize attendance reports from Child Plus to:
 - Analyze classroom and individual child attendance patterns to identify children and families that might need intensive case management. Family Staffings are another opportunity to connect regarding child attendance.
 - Discuss if additional case management might be beneficial in the form of home visits, conferences, developing a written attendance plan etc. These plans will be initiated with the direct service staff.
 - Look at and analyze classroom and individual child attendance that drops below 85%. Staff will develop a plan to improve attendance patterns.
 - As a team, determine next steps to support re-engaging the family in early learning activities.

- When a program option or individual classroom falls **below 85%**, the program will analyze the causes of absenteeism to identify systemic issues that may contribute to the absentee rate. Program attendance is monitored monthly with Policy Council and the OESD 114 Board.

Attendance Reports List:

- Report 2301-Average Daily Attendance: Center Attendance Percent
- Report 2306-Participant Attendance Percentage: shows each child’s present attendance, filter includes date ranges
- Report 2312-Individual Attendance Grid: shows patterns for individual children in arrival times, filter includes date ranges

Attendance Code:

Absent	Not in class for any reason. <i>*Triggers need to enter attendance code in next column.</i>
Not Scheduled	Pre-planned vacation or regularly scheduled absence (based on Attendance Plan). These must be documented in Attendance Notes.
Present	A child is present if they were on site, signed in for any time during class time.
Virtual	Only if virtual services are being offered for that day to the whole class.

Key for Attendance Codes (for children who are absent):

Death in Family	Death in the family that requires the child to miss class.
Family Vacation	Includes last minute absences (not preplanned) for any type of short family vacation.
Medical Appointment	If a child is attending their own medical appointment or is absent for a family member’s appointment.
Sick	If the child or anyone else in the family is sick.
Transportation Issues	Transportation prohibits the child from attending class (gas, car sharing, bus access etc.)
Unexpected Absence	Used if there has been no contact with the family about why the child is absent. Once staff learn the reason for absence, the attendance code can be changed.

***Each Attendance Code requires notes in attendance notes for the child.*

Attendance Resources

<https://www.attendanceworks.org/>

<https://eclkc.ohs.acf.hhs.gov/browse/keyword/attendance>