

- Area:** Eligibility, Recruitment, Selection, Enrollment and Attendance
- Subject:** EL06 – Attendance (documenting daily & agency attendance)
- Reference:** 1305.8 (a-c), 1304.51 (g)
- Policy:** Head Start center-based programs must maintain an average daily attendance rate of 85%.

**Procedure:****Documenting Daily Attendance**

1. Sign-In Sheet
  - a. Children must be signed in and out of the center daily.
  - b. The adult who brings the child to the center must indicate time of arrival and sign in using a full signature on the Sign-In Sheet.
  - c. The child must be signed out with full signature, on the 'Sign-In' sheet, indicating time of departure. (On file there will be a signed statement by parent authorizing other adults to pick-up child).
  - d. Sign-In/Out Sheets must be kept on file at the center for at least one year.
  - e. SCOE has no required form for sign-in/out.
2. Child attendance will be recorded daily on COPA. Sign in sheets are to be used as a supporting document when entering child attendance.
3. Home-based child attendance at home visits and socializations will be recorded using monthly Home Base Attendance Report. The Family Home Visit Plan will be used as a supporting document when entering home-based child attendance.

**Improving Child Attendance**

1. The teacher will use an Attendance Notice to notify the parents of a child whose attendance drops below 90% in one month of the need for improvement.
2. The FSW will then request a meeting with the parent(s) to develop an Attendance Improvement Plan. If the parent(s) do not agree to meet with the FSW, the CDS will contact the family to arrange the meeting and develop the Attendance Improvement Plan. If the parent(s) do not agree to meet with the CDS and attendance does not improve, the child will be dropped from the center and offered the Home Based program or the option to be placed on the waiting list.
3. Child absence with no parent contact:
  - a. On the first day the child is absent without notification from the parent/guardian; the teacher will attempt to contact the family by phone to determine reason for absence.
  - b. On the second day the child is absent without notification from the parent/guardian; the teacher will again attempt to contact the family by phone to determine reason for absence. If the teacher is unable to make contact with the family, the CDS and FSW will be notified. The FSW will conduct a home visit to determine reason for absence and deliver an Attendance Notice.

- c. On the third day the child is absent without notification from the parent/guardian, the FSW will hand deliver or mail a Notice of Termination to notify the parent/guardian of the fact that if contact is not made within three working days, the child will be dropped from the center. The parent will be offered enrollment in the home based program or the child may be placed on the center's wait list.

### **Improving Agency Attendance**

1. Utilizing COPA, teachers will track average daily attendance on a monthly basis. When the average daily attendance rate for a month in a center-based class falls below 85 percent, the teacher will analyze the causes of absenteeism and develop an Enrollment/Attendance Work Plan to improve the average daily attendance. This plan is given to the assigned CDS who conducts any necessary follow up.
2. Using COPA, agencies will track their overall average daily attendance on a monthly basis. When the average daily attendance for an agency's center-based programs falls below 85 percent, the agency will analyze the causes of absenteeism and develop an Enrollment/Attendance Work Plan to improve the average daily attendance.
3. For Delegates, assigned Team Leaders will utilize COPA to review Delegates' center based average daily attendance. If it falls below 85 percent, the Team Leader determines if the issue is due to low attendance or low enrollment.
4. Team Leaders/SCOE Director II will meet with the Delegate or Direct Operated Directors who have fallen below 85% ADA and develop an enrollment/attendance work plan using the Enrollment/Attendance Work Plan Form.
5. Team Leaders/SCOE Director II will review the attendance work plan and follow-up with targeted centers to provide support on the attendance work plan.

<b>Supervised by:</b>	Child Development Supervisor, SCOE Director II
<b>Performed by:</b>	Head Start Teaching Staff, Family Service Worker, Delegate/Direct Operated Director
<b>Forms needed:</b>	Sign-In Sheet, Monthly Center Attendance Sheet, Monthly Home-Base Attendance Report, Enrollment/Attendance Work Plan, Termination Notice, Attendance Notice, Child Attendance Improvement Plan
<b>Frequency:</b>	Monthly, as needed