

## Attendance – Center-Based EHS & HS

### Head Start Performance Standard

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§ 1302.16

#### Policy

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All families are encouraged to maintain regular attendance in the Early Head Start/Head Start programs. The program must maintain attendance records for each child according to Head Start Performance Standards (HSPS). If the program's monthly average daily attendance rate falls below 85%, the program must analyze the causes of absenteeism to identify issues contributing to the absenteeism rate.

Within the first 60 days of the program operation, and thereafter, each child's attendance must be analyzed to identify children with patterns of absences that put them at risk of missing less than 90% (ten percent of program days per year).

Attendance will be monitored to ensure vacancies are identified and filled promptly within 30 days.

The attendance policy is discussed during the enrollment visit and described in the Family Handbook to promote regular attendance. The program provides families with information that helps them understand the importance of regular attendance.

Program staff, including the Teacher and Family Service Assistant, will support families in identifying barriers to help children maintain regular attendance. Staff will initiate appropriate support regardless of the program option. Coordinate Care Meetings will be established with families with children below 90% of attendance.

#### Recording Attendance

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All attendance recordings **must** be taken at the time of drop off electronically, excluding the Coffee Creek program, and will be completed on an iPad through the ChildPlus Attendance App.

For the Coffee Creek program only, attendance **must** be taken through the Entry Express in ChildPlus.

All present, excused, unexcused absences, known/unknown absence reasons, and attendance/contact notes **must** be recorded daily and entered in the Attendance App by the end of the class day.

#### Absences

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Parents/Guardians are encouraged to inform their child's Teacher before or within one hour of the class start time or scheduled time for each day that the child is absent and the reason.

- If the child receives transportation from a school district through Early Intervention Services or McKinney-Vento, the parent/guardian must notify the school district transportation office that their child will be absent.
- If the child misses more than two school days, follow the **Chronic Poor Attendance** procedure.

EHS: Early Head Start

HS: Head Start

Forms Referenced:

[Center Based Attendance Plan, Loss of Contact Letter]

## Community Action Head Start Washington County, Oregon

If a child is absent and the classroom staff is unaware of the reason, the classroom staff **must** contact the parent/guardian within one hour of the program start time or the child's scheduled time to determine the reason, the well-being of the child, and the anticipated return date. For each unknown absence, three contact attempts must be made, including phone calls, texts, or emails. If loss of contact occurs after the third attempt, follow the **Loss of Contact** Procedure.

### Multiple Absences

After two consecutive days of unknown absence reasons and the Teacher has not been able to make contact via phone, text, or email after three attempts, the Teacher must follow the **Loss of Contact** procedure.

### Extended Absences

Extended absences may occur due to a family's long-distance travel or other unforeseen circumstances and are accommodated on a case-by-case basis. Depending on the circumstance, a coordinated care meeting may be needed.

- Extended absences due to a child's illness are accommodated on a case-by-case basis.
- For some extended leaves, it may be necessary to establish continued services for a child working with Early Childhood Special Education or another agency. The Teacher will collaborate with the Family Services Assistant and Disabilities & Mental Health Services Supervisor to assist families whenever possible to arrange for services in the home or another location until the child returns to the Head Start program.

The Teacher will report all extended absences over 7 days to their Program Area Supervisor (PAS), Program Manager, and the ERSEA Supervisor.

- The PAS will review the extended leave to determine whether it constitutes a vacancy.
- If the absence constitutes a vacancy, the PAS or the ERSEA Supervisor will instruct the Teacher to start the drop process and return the file to Enrollment.

### Chronic Poor Attendance

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When a child is at risk or has missed 10% (2-3 absences in a month) of the program and the child's average daily attendance (year to date) is less than 90%, the Teacher **must** identify if a coordinated care meeting is needed (CCM). See the **Coordinated Care Meeting** procedure.

### Coordinated Care Meeting

If the Teacher has initiated a CCM, the meeting includes the child's parent(s)/guardian(s), Teacher, Family Services Assistant, and the Program Area Supervisor. During the meeting, the team will support the parent(s)/guardian(s) in identifying barriers that prevent the child from attending school regularly, identifying the absence reasons, sharing attendance records, and developing a plan to support them.

A Early Head Start and Head Start Attendance Plan form will be completed with the parent(s)/guardian(s) and a copy of the plan will be given to the family.

- In cases of medical issues or prolonged illness absences, the Health Services Supervisor is invited to attend the CCM meeting.
- If the child receives NWESD services or Mental Health services, the Disabilities & Mental Health Services Supervisor is invited to attend the CCM meeting.
- Established a check-in – allowing time for improvement.

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Forms Referenced:

[Center Based Attendance Plan, Loss of Contact Letter]

**Community Action Head Start  
Washington County, Oregon**

If there is no improvement from the CCM in 30 days, the Teacher will initiate another meeting.

**Loss of Contact**

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A loss of contact occurs when a parent/guardian has not responded to the Teacher's attempts to contact, and the Teacher has exhausted the child's emergency contacts. The Teacher will ask their Enrollment Assistant to send the family a Loss of Contact letter via postal mail. Parent(s)/Guardian(s) can re-establish contact and continue participating in the program by responding to the program staff within five business days of receipt of the notification.

**Homelessness**

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If a child is experiencing homelessness and unable to attend class regularly because of a lack of transportation, the Teacher will communicate with their Family Services Assistant and Family Services Supervisor to utilize community resources, where possible, to provide transportation for the child.