

# **Attendance**

Regular school attendance is a key component to a child's academic success. Children who do not attend on a regular basis, routinely arrive late or routinely leave early, may face disenrollment. If a child is sick or will not attend for any reason, please provide a written explanation (doctor's note) of any absences with each occurrence as necessary by the time your child returns to school. Children who are absent from school for an excessive amount of time unexcused (not related to illness or family emergency) will be reported to Bright from the Start.

Parents of the children who were selected for BCS Pre-K commit to sending their child to school for the complete instructional day, 180 days per year.

- If you pick up your child early, he/she will miss part of their instructional day.
- Excessive absences, early dismissals, and tardiness will be reported to the proper authorities, and action will be taken to insure regular school attendance.
- Letters referencing the system's attendance policy will be sent home the week the student misses the **5<sup>th</sup>** and **10<sup>th</sup>** day of school. A letter similar to the following sample, will be sent home each absence after the 10<sup>th</sup> absence.
- If absenteeism persists, the School Social Worker may make home visits.
- If a child is absent 10 consecutive days, disenrollment is automatic.

## **Do I have to sign my child in and out each day?**

No, students must be accompanied by an adult (18 years or age or older) into the school when they are tardy or being dismissed early. The adult must sign the child in on the attendance sheet located in the front office. When the child is being dismissed early, the adult must sign the child out on the attendance sheet located in the front office. The adult who signs out the child must be named on the white card on file.

## **BFTS Pre-K Policy**

The Georgia Department of Early Care and Learning (DECAL) requires that children enrolled in the lottery-funded Pre-K programs be in school for a minimum of 6 ½ hours daily and attend 180 days during the year. (Exceptions are made for sickness or family crisis.) Tardy arrivals and early checkouts disrupt the routine and are strongly discouraged. Pre-K parents should note that Bright from the Start (BFTS)- Georgia's DECAL policy specifies, "Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Inability to resolve the problem after documented interventions should be referred.... for disenrollment consideration." Furthermore, "Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation **must** be removed from the roster."

Every school has a waiting list for Pre-K students. If a child is disenrolled for attendance reasons, the slot is immediately filled with the next student on the waiting list.

Date:\_\_\_\_\_

To: Parents/Guardian of \_\_\_\_\_

Re: Dates of unexcused Absences/Tardies/Early Dismissals: \_\_\_\_\_

Dear \_\_\_\_\_

As part of Bryan County Schools Pre-K program, it is very important that your child attend school every day to receive high quality instructional services and to be Kindergarten ready. If your child continues to be absent from school without a valid excuse, he/she may be considered for disenrollment by Bright from the Start.

We have met with you several times seeking a mutual solution to this matter. Since your child is approaching 10 days of unexcused absences/tardies/early dismissals, this matter will be referred to the Bright from the Start committee to determine whether your child's enrollment status will continue. Please contact the school if you are willing to work with us regarding this problem. Otherwise, you may want to consider alternative placement for your child. Please be mindful that it is not mandatory for your child to attend Pre-K.

The goal of the Pre-K program is for every child to be academically successful. Attendance is a necessity for this goal to be fulfilled. We appreciate your attention in this matter.

Yours truly,

Principal

## **BCS Pre-K Attendance Protocol 2022-2023**

- Three unexcused absences/tardies/early dismissals... Call/Email Parents
- Five unexcused absences/tardies/early dismissals... Letter from Principal
- Seven unexcused absences/tardies/early dismissals... Parent Conference
- Ten unexcused absences/tardies/early dismissals... Letter from Principal
- Over 10 unexcused absences/tardies/early dismissals... Referral to BFTS
- Ten consecutive unexcused absences... Automatic Disenrollment
- Disenrollment proceedings.... Pre-K Director recommends to BFTS committee for disenrollment

*The goal of the Pre-K attendance protocol is to assist families in establishing and maintaining regular school attendance patterns.*