



304 E. Houston Street  
Linden, Texas 75563  
(903) 756-5596 Ext.218  
(903) 756-3254 (fax)

# Head Start

*"Building partnerships, changing lives"*



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## Attendance Policy & Procedure

Child's Name: \_\_\_\_\_

Parents are asked to call the Family Service Worker to report the reason for their child's absence **each day** the child is not in attendance by 8:30 am. Children who visited the doctor or dentist should present a doctor/dentist excuse note to the Family Service Worker upon your child's return.

- Family Service staff will attempt to make contact with the parent/guardian of a child who is unexpectedly absent, who has not reported their child's absence within one hour of the program start time.
- Family Service staff will make a home visit or make other direct contact on the third consecutive day of absence to ensure the child's well-being and determine if family assistance is needed.
- On the tenth consecutive day of absences after efforts have been made to re-engage the family to resume attendance, Family Service staff will initiate the automatic withdrawal procedure for the child. If the attendance does not resume, the Head Start program will consider the slot vacant.
- Family Service Staff will conference with families who have frequent absenteeism to emphasize the benefits of regular attendance, and/or offer resources to support regular school attendance.
- All contact with the child's family, as well as, support services will be documented in Child Plus software. Individual attendance reports will be monitored within the first 60 days of the program operation and monthly thereafter.
- Parents/guardians of children who have ten or more unexcused absences, or whose attendance falls below 85% will meet with Family Service staff to determine a plan to resolve chronic absenteeism.
- When chronic or extended absences continue to occur after conferencing with Family Services (who has explained the benefits of regular school attendance and offered resources), the slot will be considered for the next available child on the waiting list.

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Parent Signature

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Date