Attendance Process

Our purpose is to re-engage families, discuss benefits of positive attendance, and help support them with any barriers they have.

Daily

* Family Workers will call or contact a family everyday a child is unexpectedly absent.
* FW will document attempts & conversations around attendance in the attendance tab in the attendance follow-up section. \*Documentation should not be in the notes sections in the attendance detail section. This area is used to document the red reason or the other reason on the attendance codes.
* If the FW has not heard from the family after 3 consecutive unexpected absences the FW/staff will attempt direct contact with the family. This is to attempt to re-engage the family.
* IF the FW is not able to contact the family the FW will touch base with ERSEA Coordinator about sending a re-engagement letter.
* If needed a letter will be sent to attempt to re-engage the family.
* If the family is still unreachable the family maybe withdrawn.

Monthly

* Each month the FW will complete the monthly attendance tracking. They will identify all children who have fallen below 80%, identify reasons, & follow up. They will use report 2305 to determine who is below 80%
* An attendance success plan is initiated with all families who are on the monthly tracking for consecutive months or who is below 70%. This is section 1 of the success plan. FW need to add a case note in the attendance follow-up section.
* If the child’s attendance does not improve over the next month the FW should complete section 2 with the family. The center director and ERSEA coordinator should be notified. A copy of the success plan needs to be sent to the ERSEA coordinator. FW need to identify barriers and do any needed referrals/resources. FW need to add a case note in the attendance follow-up section.
* If still no improvement over the next month we will move on to section 3 of the success plan. A formal attendance plan will be developed by the team. The team may include the family, FW, Center Director, ERSEA Coordinator, Family Services Manager, Child Development Director and other specialists as needed.