Attendance Success Plan Directions

**Purpose:** This form is used to track staff education, support and intervention when a family has low or declining attendance.

When a child’s average monthly attendance falls below 80%, the child’s name is added to the Monthly Tracking form being submitted to the ERSEA Coordinator at the beginning of each month with the child’s monthly attendance percentage, and the reason for the absences.

**Form Completion:**

**Section 1:**

If a child’s attendance level places him on the Monthly Tracking form for **2 months in a row**, no matter the reasons for the absences, **OR** the child’s attendance for one month is **below 70%,** the Attendance Success Plan must be started with the completion of Section 1 and staff must have a conversation with the family to remind them of the importance of consistent attendance.

**Section 2:**

If there is no significant improvement in attendance for the following month, Section 2 of the form must be completed and the Center Director/Site Supervisor and the ERSEA Coordinator must be notified and brought into the planning process. If a specific barrier is identified, resources and referrals must be provided to the family. Referrals to be entered into Child Plus and a note of the conversation must be made. It is also possible that a goal could be created at this time, of accessing resources or increasing ongoing attendance.

**Section 3:**

If there is no significant improvement in attendance for the following month then Section 3 must be completing creating a formal attendance plan in partnership with families addressing continuing barriers, providing ongoing parent education on the importance of early education and its impact on future learning and the need to keep in contact with center staff as absences occur. This plan should be entered into Child Plus as a goal and monitored weekly by staff.