

Comprehensive Attendance Policy Requirements

<http://www.p12.nysed.gov/sss/pps/attendance/attendanceQ-A.html>

1. What are the required elements of a comprehensive attendance policy?

The nine elements to be included in a comprehensive attendance policy are as follows:

- a statement of the objectives to be accomplished,
- a description of the specific strategies to accomplish each objective,
- a determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; a list of excused and unexcused absences and tardiness to illustrate each; and a description of the coding system to be used in the register of attendance,
- a description of the LEA's policy regarding pupil attendance and a pupil's ability to receive course credit,
 - a description of:
 - incentives to be used to encourage pupils to attend school
- disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures,
- a description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse,
- a description of the process the LEA will use to develop specific intervention strategies to address attendance problems,
- identification of the person(s) designated in each school building who will be responsible for:
 - reviewing the attendance records and
 - initiating appropriate action to address unexcused pupil attendance according to the LEA's comprehensive attendance policy

2. What is meant by objectives and strategies?

General objectives for comprehensive attendance policies include the following:

- To confirm that students are meeting compulsory attendance requirements;

- To know the whereabouts of every student for safety and school management reasons;
- To identify individual and group attendance patterns;
- To provide data to develop interventions to help close the gap in student performance, given the high correlation between attendance and achievement; and
- To determine the district's average daily attendance for State Aid purposes.

It is expected that these objectives will form the basis of the LEA comprehensive attendance policy. Additional objectives may emerge from local discussions and review of previous attendance policies, practices, and patterns.

Strategies should be designed to accomplish the objectives identified by the LEA.