



Miss Rachel's Attendance Guide

A Parent's Reference for Attendance at University Park Elementary

Research shows that missing as little as 10% of school can negatively impact a student's academic performance. That's only 18 days in a year – 2 days per month!

At University Park Elementary, we know that academic achievement starts with good attendance! Your child's time in their classroom is invaluable, and we want to work with you to help your child make the most of that time. That starts by understanding the Gateway School District Attendance Policy and its relationship to the Pennsylvania School Code Compulsory Attendance Provision.

The Gateway School District Attendance Policy was designed to align with the Compulsory Attendance Provision in the Pennsylvania School Code. According to the Compulsory Attendance Provision, **children are legally required to attend school from the age of 6 until they have graduated or turned 18**. The law also defines when a child is truant or habitually truant, and what steps Schools can take in response to a child's truancy.

Truant

A child subject to compulsory school laws has incurred **three or more** school days of unexcused absences during the current school year.

Habitually
Truant

A child subject to compulsory school laws has incurred **six or more** school days of unexcused absences during the current school year.

University Park Elementary is required by law to notify parents when a child is absent, and when a child has met the thresholds to be considered Truant or Habitually Truant. Our goal is to work with you to develop supports for you and your child that will improve their attendance.

Absence

Skyward sends an automated Phone Call and Email, notifying the listed parent or guardian that a child is absent. The parent or guardian has three days from this absence to provide a written excuse.

Truancy

When a student accrues three unexcused absences, a warning letter is sent home through Skyward as well as through the mail. At this point, the UP Principal and Social Worker are available at your convenience to conference with the intention of developing a Student Attendance Improvement Plan.

Habitual Truancy

When a student accrues six unexcused absences, a letter is sent home through Skyward. The UP Social Worker is available to conference with the intention of developing a Truancy Elimination Plan. This is an opportunity to create appropriate supports for both the parent and student and make changes to the student's attendance to avoid a citation before the magistrate and possible referral to Children and Youth Services.

A child's absence is unexcused unless the Front Office receives a written excuse within three days of the absence.

Friday	Monday	Tuesday	Wednesday
Absence			Excuse Due

In the case of consecutive absences, a written excuse is due within three days of the final day of absence.

Friday	Monday	Tuesday	Wednesday	Thursday
Absence	Absence			Excuse Due

Accepted Written Excuses:

- Email
- Handwritten Note
- Skyward Absence Request
- UP Absence Form



Parents and guardians can provide ten excuses throughout the school year for legal absence reasons, including:

- Illness
- Court related absences
- Family Emergencies
- Funerals

If a student is ill for 3 or more consecutive days, we strongly recommend getting a doctor's note so they can be medically excused.

If a student is ill for 5 consecutive days or more, a medical excuse is required.

After you have provided 10 excuses for your child's absences, the Front Office will only be able to accept medical excuses from a doctor's office on professional stationary, or documentation from the court.

For trips that you and your child may take during the school year, please complete the Extended Absence Form and return it to the Front Office prior to the absence. That way, the absence will be registered as an approved Vacation.

- For trips of 2-5 days, Ms. Hoffner will approve.
- For trips of 5-10 days, Ms. Hoffner and the Assistant Superintendent will need to approve.
- For trips over 10 days long, a student may be withdrawn from school. ***Please contact the Front Office for more information.***

Arriving late or leaving early can also count towards your child's absences. We begin letting children into the building at 8:40 AM, and children must be in the building no later than 9:10 AM to be on time. Skyward will tabulate the absence based on when the student arrives or leaves.

If arriving late, you will need to provide a written excuse in order to excuse the Tardy.

If leaving early, please send in a note that includes the time your child is leaving and who is expected to pick them up.

We will always use these forms of documentation when a child arrives late or leaves early:

- A Sign-In or Sign-Out sheet, which records the time the child arrives or leaves, and which adult was responsible for the child
- Attendance Notes in Skyward, recording what time the child arrived or left, and a reason for the lateness or early dismissal if available.