

**BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL**

**Chronic Attendance Policy**

1. Each step replicates and builds on previous actions and interventions.
2. Each step must be specifically documented.

1. The SLC technician calls the parent and advises him/her that the student is truant from school.
2. If the truancy continues the office technician sends the first notification letter home at three partial or full days.

**Monitor the attendance.**

If absenteeism continues:

3. The SLC counselor will attempt to counsel the student.
  - The counselor may recommend an intervention such as a modified schedule.
4. If absenteeism continues, send the second notification letter home at 5 full or 5 partial absences.

**Monitor the attendance.**

If absenteeism continues:

5. Schedule Student Success Team (SST)
6. Send the third notification home and convene a Student Attendance and Review Team (SART)– including administrator, SLC counselor, dean, parent, student, school police officer, and psychologist if necessary at ten (10) partial or full days or absence:
  - Create a packet for parents with information on truancy
  - Put the student on a modified schedule to see if attendance improves
  - Create any modifications that will get the student to school on a regular basis
  - Warn the parent/guardian that if attendance does not improve the student may be dis-enrolled.
  - Visit the home if necessary
  - At SART advise parent that student may be dis-enrolled if attendance does not improve.
  - Refer student to at risk 236 Program

**Monitor the attendance**

If no improvement:

7. Send final notification letter
8. Reconvene a follow up School Attendance Review Team (SART) to determine if plan is working.

**Monitor the attendance**

If no improvement:

9. Contact the parent and mail the parent and school district of attendance dis -enrollment letter.
10. Provide alternative educational resources.

Birmingham Community Charter High School  
17000 Haynes Street  
Lake Balboa, California 91406

First Notification



Date \_\_\_\_\_

Dear Parent/Guardian:

Our records indicate that your child, \_\_\_\_\_ has been chronically absent from school. Attached is a copy of your child's attendance record.

In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child's education. Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Regular attendance is essential for your child to earn a high school diploma. Clearly, going to school regularly matters!

We would like to help resolve any problems that may be causing your child to miss school. Please call your child's SLC office technician at \_\_\_\_\_ at your earliest convenience. We would like to learn more about what is making it difficult for your child to get to school and work together with your family to see if we can help improve your child's attendance.

Sincerely,

\_\_\_\_\_  
Director

Birmingham Community Charter High School  
17000 Haynes Street  
Lake Balboa, California 91406

Second Notification



Date: \_\_\_\_\_

Dear Parent/Guardian,

This letter is to inform you that your child, \_\_\_\_\_, in the \_\_\_\_\_ grade is/may be considered a truant:

**Dates of Truancies. Please see the attached attendance report:**

**Education Code Section 48260—Any pupil subject to full time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.**

**Education Code Section 48260.5—(A) Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent/guardian, by first-class mail or other reasonable means, of the following:**

**(1) That the pupil is truant. (2) That the parent/guardian is obligated to compel the attendance of the pupil at school. (3) That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chap. 2 of Part 27.**

**(B) The District also shall inform parents/guardians of the following: (1) Alternative educational programs available; Birmingham Opportunity Center (BOC). (2) The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Stats. 983, Ch 498). (3) The student may be subject to arrest under Education Code Section 48264. (4) The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7. (5) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.**

Please discuss this issue with your child. Failure to improve his/her attendance will result in a conference with a designee at the school. **Our goal is to educate your child. We cannot be successful if your child is not in school.**

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

cc: Student file, SLC Counselor.

SENT VIA: REGULAR AND CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Birmingham Community Charter High School  
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Lake Balboa, California 91406

Third Notification



### Third Notification of Truancy or Excessive Absences

#### Referral to School Attendance Review Board

Parent/Guardian's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_ SLC \_\_\_\_\_

Address \_\_\_\_\_ Student ID# \_\_\_\_\_

Dear Parent/Guardian:

This letter is to inform you that your child continues to have an attendance problem.

Number of excused absences \_\_\_\_\_

Number of unexcused absences \_\_\_\_\_

Number of tardies \_\_\_\_\_

**TOTAL** \_\_\_\_\_

1. The Student Attendance Review Team (SART) has received a referral on behalf of your child regarding excessive excused absences, tardies, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents /guardians are required to attend. Please bring your child.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

**Failure to appear will result in a referral for further action.**

**For unexcused absence or tardies:**

*Education Code* Section 48261—Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: \_\_\_\_\_

Attachment: Copy of Attendance Record  
cc: Cumulative folder

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Final Notification



**Final Notification of Truancy or Excessive Absences**  
Referral to School Attendance Review Board

Parent's /Guardian's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_ SLC \_\_\_\_\_

Address \_\_\_\_\_ Student ID# \_\_\_\_\_

Dear Parent/Guardian:

The School Attendance and Review Board met with you on \_\_\_\_\_. We have been monitoring your child's attendance and at this time there has been no improvement. We would like to meet again as a final opportunity to help you child improve their attendance.

1. The Student Attendance Review Team (SART) is reconvening on behalf of your child regarding excessive excused absences, tardies, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents /guardians are required to attend. Please bring your child.

**YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:**

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

**Failure to appear will result in a referral for further action.**

For unexcused absence or tardies:

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We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: \_\_\_\_\_

Attachment: Copy of Attendance Record  
cc: Cumulative folder

SENT VIA: REGULAR AND CERTIFIED MAIL, RETURN RECEIPT REQUESTED