

### **Attendance Requirements**

A child who attends school regularly is assured of the best learning opportunity that the school can provide. Regular school attendance is critical to a child's academic success.

The Readington Township Board of Education's Attendance Policy #5200 reflects the district's concern for the thorough and efficient education of each pupil. A pupil must be in attendance for 160 or more days. If a student misses more than 10% of the school year, they are considered chronically absent and a team will be assembled at the end of the year to ensure that your child has met the instructional program requirements for their grade level.

Please note that stated excused absences allowed by New Jersey Statute are not included for the purposes of calculating a student's absentee rate. These include:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

Absences listed below are calculated when reviewing chronic absenteeism. These include:

- The pupil's illness supported by notification to the school by student's parent/guardian;
- The pupil's required attendance in court;
- Requirements of a pupil's individual health care plan;
- Requirements of the pupil's Individual Education Program (IEP);
- The pupil's suspension from school;
- A death or critical illness in the pupil's immediate family supported by notification to the school by student's parent/guardian;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education Rule (e.g. religious holiday);
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent/guardian stating the reason for the absence and requesting permission for the absence to be considered excused.

Absences listed below are calculated when reviewing chronic absenteeism. These absences may also be counted towards truancy from school in accordance with NJ Statutes Annotated (NJSA) 18:A and NJ Administrative Code (NJAC) 6A . These include:

- Family travel unrelated to the instructional program
- Performance of household or babysitting duties
- Other daytime activities unrelated to the school program

### **Reporting Absences**

When a child is absent, parents should notify the school as soon as possible by emailing [hbsattendance@readington.k12.nj.us](mailto:hbsattendance@readington.k12.nj.us) or by leaving a message on the absence report extension (908) 823-0454 (prompt #1) any time, day or night. The message should include the child's name, teacher's name, reason for the absence, and the child's estimated date of return. Parents should call the school each day that a child is absent. Messages are retrieved after 7:50 a.m. on school days. If a child is absent and no call is on record, a member of the school staff will contact parents to confirm the absence. A child returning from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s), including the reasons for the absence.

### **Make-Up Work**

The parent(s) or legal guardian(s), who anticipate a future absence or anticipate that an absence will be prolonged, should notify the child's teacher, who will assist in the arrangement of make-up work. If parents request make-up work, assignments can be brought home by siblings or neighbors, or picked up after 2:45 p.m. in the school office. If the illness is expected to be lengthy, parents should indicate this in their absence report message and request that the teacher call them to discuss make-up work.

### **Returning to School**

When the child returns to school after any absence, he or she must bring a note addressed to the nurse and signed by the parent(s)/legal guardian(s) indicating the days of absence and reason. A child returning to school from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s), of the reasons for the absence. A doctor's note must be submitted to the school nurse for any non-communicable illness of 5 days or more. A process will be established to provide homework assignments for legally excused absences as well as unexcused absences.

### **Tardiness**

Tardiness disrupts the flow of teaching and learning for every child in the class and is particularly difficult for the child arriving late. Children are expected in school no later than 7:40 a.m. Buses unload at 7:35 a.m. and school begins at 7:40 a.m. **If a child arrives to school after 7:40 a.m., a parent or guardian is required to walk the child into the school office and sign the late register log.**