**POLICY NAME**

**Attendance for Success**

Section:

Policy Number:

Effective Date: April 15, 2021

Review Date:

POLICY

Consistent class attendance by school age persons, at all grade levels, is an essential component in the learning process, in the development of self-discipline, and in preparation for post-secondary training, education and employment. It is also a requirement of the *Attendance for Success Act (“ASA”)*, NMSA 1978 § 22-12A-1 (“Law”). The ASA requires schools, school districts and charter schools to classify each student into one of four attendance intervention tiers, based on the percentage of class period and school day absences. La Academia de Esperanza’s (LADE’s) Governing Council and Administration is responsible for the enforcement of this law.

PROCEDURE

LADE encourages parents to ensure that their child attends school. By doing so they will maximize their learning and increase their chances of having a successful academic career. The school understands families may need support to help their child succeed. The LADE Governing Council, Administration and Staff will work so that all concerned will be provided the guidance and resources necessary to ensure success.

LADE attendance policy has the following components:

1. On time attendance to scheduled classes is mandatory for students to derive maximum benefit from LADE’s instructional program.
2. Attendance will be taken in every class.
3. The parent/guardian will notify the school when the student will be absent by sending an email or calling the school.
4. LADE will contact parents/guardians informing them of their child’s absence when the school does not receive prior notification.

**Tiers of Support**

Tier 1: **The Whole School Prevention Tier**

* + Students who have missed less than 5% of class or school days for ANY reason\*.
		- LADE school attendance initiative includes, but is not limited to, phone calls, emails, attendance competitions, or other positive interventions/incentives.

Tier 2: **The Individualized Prevention Tier**

* + Students who have missed 5% or more but less than 10% of classes or school days for ANY reason\*.
		- Includes Tier 1 interventions. The student advisory team will communicate via phone call or email with student/parent/guardian/family of attendance history, the impact of student absences on academic outcomes, interventions, or services available to the student or family and the consequences of further absences. The school will document all attempts to notify parents/guardians.

Tier 3: **The Early Intervention Tier**

* + Students who have missed 10% or more but less than 20% of classes or school days for ANY reason\*.
		- In addition to Tiers 1 and 2, the attendance team shall notify the parent/guardian/family in writing of the student’s absenteeism. Tier 3 requires a student/parent/guardian meeting with the student advisory team to develop an attendance intervention plan which includes strategies that focus on keeping the student in an educational setting. The specific written intervention plan for the student will include established weekly progress monitoring and a contract for attendance.

Tier 4: **The Intensive Supports Tier**

* + Students who have missed 20% or more of classes or school days for ANY reason\*.
		- In addition to Tiers 1, 2, and 3, the attendance team shall notify the parent/guardian/family in writing of the student’s absenteeism. Tier 4 requires a student/parent/guardian/family meeting with school administration to establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and family of the consequences of further absences.

**Students Referral to CYFD**

* + Students who have moved through all four tiers and continue to have excessive absences shall be reported to the judicial district in which the student resides (*Attendance for Success Act*, Section 22-12A-12.B.) after written notification to the parent/guardian/family.

**Medical Absences**

* + Medical absences will not be counted as an absence if the status of the student is disclosed to appropriate school personnel and relevant documentation is provided.

Tier 1 - Whole School Prevention (>5% absences)

Tier 2 - Individualized Prevention (>5% <10% absences)

Tier 3 - Early Intervention (>10% <20% absences)

Tier 4 - Intensive Supports (>20% absences)

Student who have moved through all 4 tiers will be reported to CYFD.

CYFD Referral (After exhausting all interventions)

Required student/parent meeting with Head

Administrator

Written notification of absenteeism

Required student/parent Development of intervention

meeting with Sponsor Teacher plan

Written notification of

absenteeism

Sponsor Teacher communication via phone and/or email

Attendance competitions, positive

interventions or incentives

Phone calls and/or emails from school staff