5111.6 PRESCHOOL ATTENDANCE

Developing good attendance habits now sets a precedent for later school years. Parents shall make every effort to have children to school on time every day the child is healthy. Children who are tardy or absent unnecessarily miss out on important activities and have their routines disrupted. Communication with school staff is essential to ensure that unique situations are addressed.

A. Removal from the Preschool Program

1. A typically developing child in the Program may be dropped from the program if regular attendance cannot be established or absences exceed twenty (20) cumulative days in one school year.

    a. Families will be given every opportunity to establish regular attendance and may be dropped from the roster only when they are unwilling or unable to do so.

2. Efforts will be made by Preschool staff to reach out to parents about the importance of regular school attendance prior to dropping students from the Program.

3. Typically developing students five (5) years old and under with truant matters cannot be taken to court; however, typically developing students aged five (5) and under with truant matters can be dropped from the Program. Dropping a typically developing student from the Program is not expulsion or punitive.

B. Required Documentation for Student's Absence

1. A doctor's note shall be provided to the Main Office in the event of any student absence due to illness where the child is out of school three or more consecutive days.

2. A note from a parent shall be provided to the Main Office upon a child's return to school for an absence of one day or more.

3. The school will contact the parent if a child is absent from school five (5) times or more in one month without notifying the school.



4. As per New Jersey State Law, if any child enrolled in a school district has an unexcused absence for five (5) consecutive school days, the attendance officer and/or preschool social worker shall investigate the absence and notify the building principal of the absence.

5. For cumulative unexcused absences of ten (10) or more during the school year, the designated school staff shall make a reasonable attempt to notify the student's parents of a mandatory attendance meeting and offer assistance and community resources to help establish regular attendance.

   a. School staff shall provide written notification of the attendance policy and the withdrawal process and contact the Division of Child Protection and Permanency (DCPP), if applicable.

C. Late Arrival to School

1. All students are expected to report to the program by the start time (7:55 a.m.) of the Preschool Program at this time.

2. Preschoolers arriving after the 7:55 a.m. bell are considered late and must report to the Main Office to sign in. After a child is late or absent ten (10) days during the school year, a conference will be scheduled with school staff to discuss how the school staff may help facilitate a timely arrival to school.

The attendance policy and remedial measures in Policy 5111.6 apply to students with disabilities where applicable, consistent with any student's individualized education program, accommodation plan, or individualized health care plan.

Adopted: 8/17/2026