

Dear Parents/Guardians,

September 6, 2016

Following are important Cheltenham High School attendance policy regulations:

1. When your child is absent from school, the absence will be considered “unexcused”. Calling Child Check or the Attendance office does not legally excuse your child’s absence. It merely informs the school of your child’s whereabouts.
2. When your child returns to school, **a written note, fax (215-517-3771), or email to the attendance office (chsattendance@cheltenham.org) or to your child’s guidance counselor is required within 3 days of their return to school in order to change their absence to “excused”.**
3. If your child is absent for 5 consecutive days, due to illness, a physician’s statement will be necessary to excuse an absence.
4. If your family is planning a trip during the school session, Dr. McFall will need to approve that vacation for your child’s absence to be considered “excused”.
5. If a student accumulates 3 “unexcused” or “unlawful” absences, you will receive a letter indicating the days of absences.
6. If a student accumulates 5 days of “unexcused” or “unlawful” absences, another letter will be mailed asking the child’s parent or guardian to attend a Truancy Elimination Plan meeting (TEP). Your child’s guidance counselor and vice-principal will attend all meetings. The district’s Home and School Visitor will receive the document and follow up with the student and call the student’s parent or guardian if unable to attend the TEP meeting.
7. If absences continue and or the TEP action plan is not followed, the Home and School Visitor is required to initiate truancy court proceedings. Truancy is a violation of the compulsory attendance provision of the Public School Code 24 PS 13-1341, for school age children up to age 17.
8. If a child has 10 or more “excused” absences, it is considered “excessive” loss of educational learning. A letter will inform the child’s parent or guardian, and a meeting and/or TEP will be arranged with your child’s vice principal and guidance counselor. Doctor’s notes may be required for all absences that may follow during the school year.
9. School begins at 7:30 am, and any student arriving past that time is considered “tardy”. Written notes, fax or email needs to be provided in order to mark the lateness “excused”. An accumulation of tardy arrivals, by law, is a truancy violation, as your child will be missing educational time that is required under the compulsory attendance provision of the Public School Code 24 PS 13-1341. Letters will be mailed to inform parents and guardians of such violations, and if need be, a TEP meeting will be scheduled.
10. Any member of an athletic/club team not in school by 11:00 am is not eligible to participate in a scheduled contest (practice/game) on that day. This rule can be waived by the Principal in extreme or exceptional situations.

Thank you for complying with PA Compulsory Attendance regulations.

Raymond McFall, Principal