

City Charter High School Attendance Policy

School Attendance:

All children in Pennsylvania must attend school if they are of compulsory school age- no later than age 6 and until the age of 18 or graduation, whichever occurs first. Schools are required to enforce the compulsory attendance law.

What to do if your child is absent:

You must submit a note to attendance@cityhigh.org or have your child hand in a note when they return to school. The note must have the date(s) that your child was absent and the reason for the absence. For those who prefer to handwrite a note, please include your signature. **For those who prefer to email a note, it must come from the parent/guardian email address, not the students.**

Deadline to submit an excuse:

Notes need to be received within 3 days of your child's return to school in order for the absence to be excused. If a note is not received within 3 days of your child's return to school, the absence will remain illegal and unexcused.

What is a legal excuse?

- ❖ Illness (doctor excuses will be required if there is an excessive amount of parent excused days)
- ❖ Family emergency
- ❖ Medical, dental, and behavioral health appointments
- ❖ Legal appointments including court summons
- ❖ Religious holidays
- ❖ Bereavement
- ❖ School approved sabbaticals

What is not a legal excuse?

- ❖ Oversleeping
- ❖ Missing the bus
- ❖ Not feeling like coming to school
- ❖ Vacations/Out of town
- ❖ Confusion around whether or not there was school
- ❖ Parent/sibling illness
- ❖ Work or childcare

Truancy:

In Pennsylvania, a child is truant when they have 3 unexcused absences within a school year. Once a child has 3 unexcused absences, we will begin the truancy process which can ultimately result in court involvement and fines.

We encourage you to check the Parent Portal for your child's daily attendance.

High School at ***Life-speed***



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