

# 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](mailto: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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