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**Subject:** 2010 ATTENDANCE POLICY (N) - English  
**Date:** Tuesday, March 29, 2011 12:59:31 PM

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## **Northam Elementary Attendance Policy**

Dear Parents/ Guardians:

As we enter a new school year, we would like to inform you of our attendance policy at Northam Elementary. As parents, you are a vital part of your child's success and future achievement. We encourage you to support him/her through your efforts in seeing that he/she attends school daily and on time. Education is a continuous learning experience.

The Northam staff believes that student attendance and student achievement are closely intertwined. Students who develop patterns of good attendance are much more likely to be successful in life than students who develop patterns of poor attendance.

According to the Penal Code and Education Code, "each person between the ages of 6 to 18 years not exempted is subject to compulsory full-time education. Students absent who from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day or on three occasions in one school year are truant and will be reported to the attendance supervisor or the superintendent of the school district". Failure to comply with the Penal Code and the Education Code may result in:

- Referral to School Attendance Review Team and/ or School Attendance Review Board (SARB) process
- Your case may be referred to the District or City Attorney
- Cal Works or TANF may reduce your monthly allowance per child
- You may be fined up to \$2,500 per child

Education, by law, is a parental responsibility. If your child is absent or needs to miss part of the school day:

1. Schedule all appointments for your child after school, on weekend days or during vacation.
2. If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school before/after the appointment to complete the school day.
3. Call the school to let them know your child will be absent and why.

Please assist in proper attendance accounting and verification of all absences as required by California Education Code and California State Law. We ask that upon return from an absence a note be sent to the Attendance Office from any of the following: parent/guardian, medical doctor, health care agencies or school nurse. If your child's absence is not cleared within 5 school days, after the absence, it will be marked as unexcused and may lead to truancy status.

We are always willing to work with you to address issues or concerns which may be preventing your child from attending school regularly. Education is a partnership between parents and the school. We must all do our part to give our children the best future possible.