

ESQUEDA SCHOOL ATTENDANCE POLICY



Philosophy: The staff at Esqueda believes that to be successful, students must attend school daily and actively participate in learning activities. We believe our goal is to help students develop positive attitudes of school and assist students in adopting independent ownership of their education. There is a direct correlation that exists between a student's attendance habits and their academic success; therefore, it is imperative that students attend school on a consistent basis.



California State Law: California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school. EC Section 48321 provides structures for School Attendance Review Boards (SARBs) to create a safety net for students with persistent attendance problems. Although the goal of SARBs is to keep students in school and provide them with a meaningful educational experience, SARBs do have the power, when necessary, to refer students and their parents or guardians to court. [Click here for more information.](#)

Attendance Policy (updated July 2022)

In an effort to stress the importance of daily school attendance and adherence to [California Education Code](#), the following procedures will be followed for students with excessive absences or tardies.

- Students who are absent/tardy for a total of 3 days will receive a letter indicating a time and date that the parent/guardian must meet with the Esqueda Attendance Review Board (EARB) to discuss: the child's attendance record, future plans in addressing the situation, and generating an Attendance Action Plan with a follow-up review.
- Students who are absent/tardy for 5 days will have their names submitted by the school Attendance Clerk to the District Field Worker for a Home Visitation
- Students who are absent for 6-9 days will have their names submitted to the District Attorney to schedule a conference
- Students who are absent for 10 or more days will have the names submitted to the School Attendance Review Board (SARB)

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School success starts
with attendance

Need to report an absence? Parents/guardian should call **714.431.1510** when their child is absent or tardy. Please leave name of student, grade, teacher's name, date of absence, reason for absence and a call back phone number. Santa Ana unified School District Policy requires that each student's attendance be verified daily within 15 minutes of the class.



California Education Code allows excused absences for the following reasons:

- Illness- after five (5) consecutive days, the school will require a doctor's note
- Medical, dental eye appointments with note from the provider
- Quarantine (determined by school nurse/medical professional)
- Funeral services for immediate family members (parents, grandparents, siblings)
- Court ordered appearance (with court documentation)

Objectives

The objectives of our school Attendance Policy is as follows:

- To accurately track the attendance, absence, tardiness and early departure of students to and from school;
- To ensure sufficient pupil attendance of classes so that pupils may achieve state mandated education standards;
- To track student location during school hours, for safety reasons
- An attempt to work together with parents and/or guardians so that their child's attendance does not become a serious situation

Attendance Coding System

The following codes are used to indicate the reason for a student missing all or part of scheduled instruction:

A= Absent	P= Present	N= Truant	S= Suspended
M= Medical	I= Illness	K= Late (less than 30 minutes)	
Y= Tardy/Truant (late more than 30 minutes)	J= Justified Absence (meeting with social worker, court, etc.)		

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