



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	March 29, 1993
Last Revised	April 25, 2019

I. Purpose

A. The Board requires that school age students enrolled in District schools attend school in accordance with state laws.

B. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.[\[1\]](#)
[\[2\]](#)[\[3\]](#)[\[4\]](#)

II. Authority

A. Attendance shall be required of all students enrolled in District schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

B. Urgent reasons shall be strictly construed and do not permit irregular attendance.
[\[6\]](#)[\[9\]](#)

C. The District considers the following non-exclusive list as conditions to constitute reasonable cause for absence from school:

1. Illness.[\[6\]](#)[\[9\]](#)
2. Quarantine.
3. Recovery from accident.

4. Required court attendance.
5. Death in family.
6. Family educational trips.
7. Educational tours and trips.[\[6\]](#)[\[10\]](#)

D. Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, which should be submitted within three (3) days of returning from the absence.

E. A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year.

1. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

F. The District may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).

1. The District shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions may be prosecuted according to law.[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

G. Attendance need not always be within school facilities.

1. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.
[\[5\]](#)[\[8\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

H. All absences occasioned by observance of the student's religion on a day approved by the District as a religious holiday shall be excused.[\[20\]](#)

1. A penalty shall not be attached to an unexcused absence for a religious holiday.

I. The District shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board.[\[20\]](#)[\[21\]](#)

1. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the District of the child's attendance record.
2. The Board shall not provide transportation to religious instruction.
3. A penalty shall not be attached to an unexcused absence for religious instruction.

J. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[\[6\]](#)[\[22\]](#)

1. Such written request must be presented to the building principal.

K. The District shall recognize other justifiable absences for part of the school day.

1. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.[\[8\]](#)[\[9\]](#)

L. The District shall excuse the following students from the requirements of attendance at the schools of this District:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[23\]](#)

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the District schools shall be counted as being in part-time attendance in this District.[\[5\]](#)[\[24\]](#)

3. Students fifteen (15) years of age or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)

4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)

5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]](#)[\[15\]](#)

M. The District may excuse the following students from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent or the Superintendent's designee, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[17\]](#)

2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.[\[23\]](#)

3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education.[\[5\]](#)

N. Educational Tours and Trips

1. The District may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[\[6\]](#)[\[10\]](#)

- a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or the Superintendent's designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
2. The District may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

III. Delegation of Responsibility

A. The Superintendent or the Superintendent's designee shall be responsible for implementing this policy.

B. This policy shall be constructed to:

1. Ensure a school session that conforms with requirements of state regulations.[\[25\]](#)[\[26\]](#)[\[27\]](#)
2. Govern the keeping of attendance records in accordance with state statutes.[\[11\]](#)[\[28\]](#)
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.[\[22\]](#)
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.[\[12\]](#)[\[29\]](#)
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute.
 - a. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term may be prosecuted without notice.[\[13\]](#)[\[14\]](#)[\[29\]](#)[\[30\]](#)

C. Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.[\[31\]](#)[\[32\]](#)

Revision History:
February 22, 2018

Legal

1. 24 P.S. 1301
2. 22 PA Code 11.12
3. 22 PA Code 12.1
4. Pol. 200
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.23
9. 22 PA Code 11.25
10. 22 PA Code 11.26
11. 24 P.S. 1332
12. 24 P.S. 1333
13. 24 P.S. 1354
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.21
21. 24 P.S. 1546
22. 22 PA Code 11.41
23. 22 PA Code 11.34
24. 22 PA Code 11.32
25. 22 PA Code 11.1
26. 22 PA Code 11.2
27. 22 PA Code 11.3
28. 24 P.S. 1339
29. 24 P.S. 1338
30. 22 PA Code 11.24
31. 24 P.S. 510
32. 24 P.S. 1318
- 24 P.S. 510.2
- 24 P.S. 1326
- 24 P.S. 1327.1
- 24 P.S. 1333.1
- 24 P.S. 1333.2
- 22 PA Code 11.5

[22 PA Code 11.8](#)

[22 PA Code 11.13](#)

[22 PA Code 11.31](#)

[22 PA Code 11.31a](#)

[42 Pa. C.S.A. 6302](#)

Pol. 103.1

Pol. 113

Pol. 113.3

Pol. 114

Pol. 137