



Winding Springs Elementary
6601 Horace Mann Road
Charlotte, North Carolina 28269

WINDING SPRINGS ELEMENTARY SCHOOL ATTENDANCE POLICY 2023 – 2024

THE NORTH CAROLINA COMPULSORY ATTENDANCE LAW

All children enrolled in kindergarten through 12th grade are required to attend school on a regular basis. The parent, guardian, or custodian of a child shall notify the school of each known absence. The state identifies two types of absences: excused (lawful) and unexcused (unlawful).

SENDING IN EXCUSES FOR ABSENCES

- Should your student need to be absent from school, please provide a written note or doctor's note explaining the reason for the absence(s) upon returning to school.
- You may email your child's teacher a note to excuse them, use ParentSquare, or report an absence through our Winding Springs Elementary School website (click the Report an Absent Form under Attendance), or you may email our attendance secretary directly at amym.jordan@cms.k12.nc.us.

EXCUSED ABSENCES

An absence must fall into one of the following categories to be excused:

1. Illness or Injury: The student is physically unable to attend school due to an illness or injury.
2. Death in the Family: The death of an immediate family member such as parents, siblings, or grandparents.
3. Medical/Dental Appointment: Any routine appointment or medical procedure(s) needing to take place.
4. Court: The child must be present for court proceedings or an administrative hearing.
5. Religious Observation: The tenets of a religion to which a student and his/her parents adhere, require or suggest observance of a religious event.
6. Educational Opportunity: The purpose of the absence is to take advantage of a valid educational opportunity. (Please call school to speak with contact administrator)
7. Military Deployment or Reunification: The child's parent/guardian is deploying, redeploying or home on leave. Not to exceed five (5) days of absences.

LETTERS REGARDING ABSENCES

The school registrar will send out three contact letters for unexcused absences.

1. The first letter is for **3 unexcused absences**. These absences received an unexcused code because a note was not received from the parent stating one of the eight valid absence reasons.
2. The second letter is sent home for **6 unexcused absences**. These absences have accumulated from the beginning of the student's school year.
3. The third letter is for **10 unexcused absences**. This letter notifies the parent/guardian of a conference with school personnel. This meeting is an effort to resolve the attendance concerns before punitive action.



FOLLOWING THE TEN-DAY LETTER

If attendance concerns continue after the 10-day meeting, then the school administration may proceed to the following actions:

1. Attendance Review Conference with Attendance Contract Agreement: The school counselor will request a conference between parents/guardians, teachers, and administration. This will give all parties a chance to discuss the situation and come to a mutually satisfactory solution.
2. Home visit: School personnel will attempt a home visit to address continued attendance concerns.
3. Department of Social Services Child Protection: The school counselor may elect to file a claim of educational neglect.
4. District Court: The school counselor may elect to proceed with court action to discuss the noncompliance with the compulsory attendance law in front of a judge.

TARDY PROCEDURES

Students who are excessively tardy to school may be subject to disciplinary actions for such offenses. Your child is considered tardy if he/she arrives at or after 8:30 am. If a child is tardy, a parent or legal guardian must come into the office and sign your child in.

All tardies are recorded as excused or unexcused. If a student is late due to a medical appointment, please obtain a note from the physician and present the note when checking the student in at the main office. Excessive unexcused tardies will result in a conference with school personnel.

If you have any questions or concerns throughout the school year, please contact your student school counselor: Ms. Mena (K, 2nd, 4th) laurene.mena@cms.k12.nc.us or Ms. Holloway (1st, 3rd, 5th) dreanam.holloway@cms.k12.nc.us.

On behalf of the entire Winding Springs team, thank you for your continued support. If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for choosing Charlotte-Mecklenburg Schools and Winding Springs Elementary School!

Sincerely,

Dr. Matthew Slota