

The Preuss School UC San Diego

ATTENDANCE RECOVERY POLICY

October, 2025

Education Code section 46211 provides the authority for classroom-based charter schools to offer an attendance recovery program for students to make up lost instructional time and offset absences, including reducing chronic absenteeism. The statute allows for the recovery of average daily attendance funding when students voluntarily make up missed instructional time outside of the regular school day. This policy is written in accordance with the Education Code requirements.

1. Purpose

The purpose of this Attendance Recovery (AR) Policy is to provide scholars with an opportunity to recover lost instructional time due to absences. This program ensures scholars remain on track academically while enabling The Preuss School UC San Diego (the “school”) to recover instructional minutes for apportionment purposes, in accordance with Education Code § 46211.

2. Eligibility

Scholars are eligible to participate in attendance recovery for excused and unexcused absences, including chronic absenteeism. **Students participating in long term independent study or non-classroom based instruction are NOT eligible.**

3. Recovery Sessions

- Sessions must be **voluntary** (non-compulsory and non-punitive), **classroom based**, and held outside of the student’s regular instructional day (e.g., after school, Saturdays, intersession) with **at least one opportunity provided per semester**.
- Instructional content during recovery must consist of educational activities and content aligned to grade level standards that are substantially equivalent to the student’s regular instructional program, which may include **one-on-one** or **small group tutoring**.
- Students may make up to 10 days’ worth of attendance in a school year, or the number of days they were absent, whichever is less, and **not to exceed 10 days for the school year**.
- Identified Programs which may be used for purposes of Attendance Recovery include but are not limited to:
 - **Saturday Enrichment Academy (SEA)** – Two hours (120 minutes) of instructional time overseen by a certificated employee of the Preuss School. Scholars attending SEA have the option to receive individual and small group tutoring, reinforce skills missed due to absences, and / or complete makeup assignments with instructor supervision and support.

- **After School Tutoring** – Certificated teachers may offer after-school tutoring in Math, English, Science, Foreign Language, Social Science and / or All AP Courses. Tutoring sessions must be offered at least once per semester as pre-approved by the Principal or their designee. Tutoring sessions are generally expected to be one-hour (60 minutes) in length.

4. Documentation

To receive apportionment credit under EC § 46211:

- Attendance must be documented with a daily sign-in sheet, including student name, date, time-in and time-out, and staff signature.
- The documentation must demonstrate the student-to-certificated teacher ratio offered during the recovery session.
- A record of the absence being recovered must be maintained by the school.
- Participation records will be retained for audit purposes in compliance with California Department of Education (CDE) requirements.
- A student will generate a day of attendance for apportionment through AR once the student participates for the minimum daily instructional minutes required (240 minutes). Eligible minutes may be added together from multiple recovery sessions for purposes of calculating one Average Daily Attendance (ADA) recovery unit.
- The school will report days of ADA generated by any eligible Recovery Sessions AR program through the Principal Apportionment Data Collection Web Application (PADC Web) at (Period 1, Period 2 and Annual.) AR ADA will be reported separately from all other ADA in PADC Web.

5. Limitations

- A student may not recover more time than was originally lost due to excused absences.
- Attendance recovery cannot be used to supplant regularly scheduled instruction.
- No fees shall be charged to students participating in recovery sessions.
- While attendance in AR Sessions will be highly encouraged, it cannot be mandatory. Students cannot be punished or issued any form of consequence for non-participation.

6. Staffing and Supervision

Recovery sessions must be supervised and controlled by certificated staff members qualified to provide instruction or academic support. Credentialed substitute teachers employed by the school are eligible to participate at the discretion of the Principal or their designee. A student-to-certificated teacher ratio of 20 to 1 shall not be exceeded for any recovery session.

7. Program Monitoring

The site principal or designated administrator is responsible for:

- Coordinating session schedules

- Identifying eligible students
- Ensuring compliance with attendance and instructional guidelines

8. Review and Updates

This policy shall be reviewed annually and updated to reflect changes in law, regulations, or School needs.
