**2023 – 2024 PS85Q Attendance Policy**

Attendance every day is required for students’ academic success. ***Perfect attendance is the goal.***Having 90% attendance means a student is missing 18+ days over a school year—a month of instruction. With regular attendance, students learn the skills and habits to succeed in their academic and social lives.

NY State regulations require schools to maintain records that verify student attendance. Attendance must be recorded daily. Late arrivals and early departures must also be recorded.

**Absences**
A student who is not in school is marked absent for the day. Absences may be excused (but are never eliminated) for reasons listed below. Excused absences will not be counted when attendance is calculated for school attendance recognition, or for eligibility in other school activities. However, the attendance team will follow up with families about recurring attendance issues, including recurring absences that may be considered excused.

***Excused Absences*** **Illness/injury**: When a student is unable to attend school due to illness or injury, a document or notification (note from the doctor) is required to indicate it as excused.

* The school follows the DOE policy on Head Lice.

**Religious observation:**When a student is unable to attend school due to religious observation, the family’s request in writing is required to indicate an excused absence. Please refer to Chancellor’s Regulation A-630.

**Family emergency**: When a student is unable to attend school due to a death or an emergency, notification and documentation by the family is required to indicate an excused absence.

* If a student requires supports to return to school (transportation, counseling, supplies), the family must call our Guidance Counselor, Mrs. Floyd to discuss their needs.

**Pre-arranged appointments:**When a student is unable to attend school due to appointments, notification and documentation by the family is required to indicate an excused absence.

* Whenever possible, families are expected to schedule appointments, including school visits and doctors’ visits, outside of regular school hours, or to schedule appointments so the student does not miss an entire day of school.

***Unexcused Absences***

* **Unexplained absence:**Families are expected to notify the school whenever a student is unable to attend school, either in advance of the absence (preferred) or following the absence. Without explanation of a reason, the absence(s) are considered unexcused.
* **Immunization exclusion:**When a student is unable to attend school due to lack of appropriate immunizations the absence(s) are considered unexcused. Please refer to Chancellor’s Regulation A-701.
* **Family vacations or travel:**Families should plan vacations and trips when school is not in session. If students do miss school, families must work with the school to develop plans for take-home and make-up work. Absences for travels are considered unexcused.

**When a student has to miss school**
It is the family’s responsibility to email the school before 8:00 a.m. to inform the school of the reason for any absence. When a student returns from an absence, he/she must submit a note or documentation for the absence to his/her classroom teacher. A record of the absence (excused or not) will be made.

* For any absence, students must make up any exams, quizzes, interim assessments, or other tests.

**Getting to school on time**

* Students are marked late if they are not in their class by 8:10 a.m.
* Lateness may be considered excused for the same reasons provided for absence (Illness/injury, religious observation, family emergency, pre-arranged appointments) or school bus delays or documented MTA delays.
* After 8:10 a.m. students must enter the building through the main entrance and must go to the Main Office.

**When a student has to leave school early**
Leaving school early must be arranged in advance. A student can be dismissed from school early to the family or a person who has been identified on the Blue Emergency Card. Anyone picking up a student must come to the office and provide a photo ID.

* Parents may go to the Main Office to sign their children out.

**Notification of absences**

The Attendance Coordinator will call the homes of students marked absent each morning to ascertain the students’ whereabouts.

It is very important to keep all contact information updated. Please alert the Main Office of any changes to address or phone numbers.

* Families can check student attendance online with a ***NYC School Account* (NYCSA).**
* At the end of each marking period the family should review the record of attendance that appears on the report card. If an error has been made, notify the Main Office. Errors in the attendance or lateness record cannot be corrected after mid-July.

**When students meet attendance expectations**

Only students who are in school on the day of after school activities can participate in after school activities.

* Students with perfect attendance are recognized at monthly grade Awards Assemblies.
* The two classes with the highest attendance rate for the month are recognized at monthly grade Awards Assemblies.
* All classes participate in bi-monthly Attendance Challenges.  Winners of each challenge are recognized and rewarded with a prize by the Parent’s Association.
* Classes with 100% Attendance for the day are displayed daily by the Main Office.

**When students are frequently absent or late**

* The school ensures that appropriate outreach and guidance interventions are provided for students who exhibit attendance problems, including arriving late, leaving early. Guidance counselors, teachers, social workers, Attendance Teacher or other school staff can all be involved in facilitating attendance resolutions.
* Whenever students miss three days in a row, outreach to the family **is required**to understand and try to resolve the reasons for the absences. For students in grades Pre=K - 5, such outreach is also required when the students miss 18 days within four months.
* For continued unexcused absences (or lateness, leaving early), the Attendance Teacher may make further recommendations that may include:
1. Home visit or family conferences to better understand causes;

**Attendance and course grades**

It is more likely that a student who misses school will have lower grades, test scores and may not meet the academic standards for promotion or graduation.

* Lateness to subject class may result in a lower class average due to the loss of instructional time in activities such as: classroom participation, examinations (quizzes/full period exams), dialogues, speeches, group work, lab work, etc.