

# PS 201 Attendance Policy

**Attendance is a required, legal record.** A student who is not in school for at least one class period must be marked absent, even if the absence is excused. Families can follow attendance on their [NYC Schools account](#).

## 1. Expectations

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—and at risk for dropping out. 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. Late arrivals and early departures must also be recorded.

## 2. Absences

A student who is not in school at least one instructional period is marked absent for the day. Absences may be excused (but not eliminated) for reasons listed below.

### ● Excused Absences

- **Illness/injury:** When a student is unable to attend school due to illness or injury, a document or notification (call or note from the family or doctor) is required to indicate it as excused.
- If an accommodation is required to return to school (cast or medication) families must call our parent coordinator, Ms. Wang about [504 plans or Medication Administration Forms](#). If families fail to seek the necessary accommodation plans, any continuing absences due to illness or injury, including asthma-related absences, may be considered unexcused.
- 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 the classroom teacher or our guidance counselor, Ms. Malcolm to discuss their needs.
    - Absences to attend funerals outside the country will not be excused.
  - **Pre-arranged appointments:** When a student is unable to attend school due to appointments with the court, social services, or other city agencies, notification and documentation by the family is required to indicate an excused absence.
  - Up to three full-day absences for school visits related to the middle school application process will be considered excused with appropriate documentation of the activities.
  - 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.

### 3. Getting to school on time.

**Students are marked late if they are not in their classroom at 8:05 a.m. If students want to eat breakfast, they must report to the cafeteria at 7:40 a.m.**

- Lateness may be considered excused for the same reasons provided above for absence (Illness/injury, religious observation, family emergency, pre-arranged appointments) or school bus delays or documented MTA delays.
  - Lateness due to routine delays in public transportation are not considered excused. Students and families need to allow ample time for travel and monitor MTA reports. There are no exceptions for inclement weather, and families are advised to leave extra time.

### 4. 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 Card. Anyone picking up a student must come to the office and provide a photo ID.

### 5. Notification of absences.

Every family of a student who is not in school at 10:30 a.m. will be notified by an automated call. After two consecutive days absent, school staff will call the family. Even if families provided a documented reason and the absence is considered excused, a phone call may still be made.

Every month an attendance report will be sent to the home of each student who was absent during that time period. The report (email/letter) will indicate the date(s) of absence. This document is the official notification of daily absences.

It is very important to keep all contact information updated. Please alert the school at 718-359-0620 of any changes to address or phone numbers.

- Families can check student attendance online with a [NYC School Account](#).
- 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, the child's teacher should be contacted. Errors in the attendance or lateness record cannot be corrected after mid-July.
  - After the current school year, inaccurate attendance and lateness records may be amended, per [Chancellor's Regulation A-820](#) as a letter to the student's file.
- If families have any questions or concerns about getting students to school every day, they can call our Parent Coordinator, Ms. Wang at 718-359-0620 extension: 1383

### 7. Attendance and grades.

No number of absences can prevent promotion to the next grade or graduation. However, 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.

- Click here to access our [school grading policy](#)

### DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

**8. When students meet attendance expectations.**

<b>P.S. 201</b> <b>Attendance Incentives</b> <b>for Individual Students</b>			
	<u><b>Tier 1</b></u> <b>(90%-99%)</b>	<u><b>Tier 2</b></u> <b>(80%-89%)</b> <i><b>*Early Intervention</b></i>	<u><b>Tier 3 &amp; 4</b></u> <b>Tier 3: (75%-79%)</b> <b>Tier 4: (Less than 75%)</b> <i><b>*Chronically Absent Students</b></i>
100%  one full week			1. Receive 5 Power Dollars 2. Attendance Pencil/Bracelet
100%  two consecutive weeks		1. Receive 5 Power Dollars	1. Receive 5 Pesos 2. Snack/ice cream pass
100%  three consecutive weeks		1. Receive 10 Power Dollars	1. Receive 10 Power Dollars 2. Lunch and a basketball game with the principal
100%  one full month	1. Perfect Attendance Certificate 2. Picture on the TV	1. Perfect Attendance Stickers 2. Picture on the TV 3. Snack/ice cream pass	1. Perfect Attendance Stickers 2. Picture on the TV 3. Cupcake Party with the APs and the principal
<b>100% of the school year</b>	<b>*An Awards Ceremony and Breakfast</b> will take place for our Students and their Families in June 2023		

100%	<b><i>Choice of:</i></b>
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one full week of school	<ul style="list-style-type: none"> <li>- Additional 20 Minutes of Recess on Fridays</li> <li>- Treasure Chest Prize</li> <li>- Class Picture on TV in School Entryway</li> </ul>
100% one full month	<p><b>Choice of:</b></p> <ul style="list-style-type: none"> <li>- Class pizza party</li> <li>- Class ice-cream party</li> </ul>

## 9. When students are frequently absent or late.

Bulleted below, are the steps we vow to follow to ensure our children are safe and in school every day:

- If students are absent **two days** in any given week, teachers must call the student's home to ensure the child is safe, and record the cause for the absence. Even if families have provided a documented reason and the absences are considered excused because the child was ill, a phone call should still be made to check in on the child's wellbeing.
- Schedule a **phone conference** or a **face-to-face meeting** with families whose children have **5 or more absences**. Log conference/meeting notes and next steps for improvement on the "**Parent Outreach Log**" on Drive. Our secretaries/school attendance team will iLog notes and the parent's/guardian's plan to improve attendance on ATS.
- Schedule **face-to-face meetings** with parents whose children have **8 or more absences** and/or **10 latenesses**, excused or not, to create an *Attendance Success Plan*. Discuss ways we can assist families in ensuring that their child is in school each day, learning.
- **After 10 absences year-to-date** and/or **15 latenesses**, excused or not, families, in collaboration with teachers, will complete a contract with steps for mitigating the reasons. Teachers will invite administration to join parent meetings, as needed. Parents/Guardians will be encouraged to sign the contract. Teachers will continue to monitor the attendance of students with whom they signed the contract.
- For **continued unexcused absences** and/or lateness to school, students/families will meet with our school's Guidance Counselor and administration to further discuss attendance concerns. *Further recommendations/amendments to the contact may include:*
  - Assigning a "mentor" or peer buddy to check-in on the student daily
  - A home visit by our Attendance Teacher and/or a family conference with the school administration and/or our school's Social Worker to better understand the causes of absences
  - Home visits by our Attendance Teacher, as an intervention
  - Family coaching and/or individual counseling on time management or managing of family issues
  - A referral to preventive agency services to address underlying reasons/cause of absences
  - An assessment or revision to student's IEP or BIP, if applicable
  - An alternative setting/program, if applicable

## 10. School calendar.

<https://www.schools.nyc.gov/about-us/news/2022-2023-school-year-calendar>