



GARDEN CITY PUBLIC SCHOOLS

The Primary Schools at Hemlock, Homestead and Locust

Garden City, New York 11530
www.gardencity.k12.ny.us

Inspiring Minds
Empowering Achievement
Building Community

5100 Attendance Policy: Parent Summary

At the Garden City Primary Schools, we know that regular attendance is one of the most important factors in a child's success. Coming to school every day and arriving on time helps children build strong academic skills, develop friendships, and establish consistent routines.

If Your Child Will Be Absent, Late, or Leave Early

Please notify your school's main office as soon as possible, preferably within 24 hours. When your child returns to school, please provide a written excuse or follow your school's attendance reporting procedures.

Excused Absences

Examples of excused absences include:

- Illness
- Illness or death in the family
- Religious observances
- Medical or dental appointments
- Court appearances
- Severe weather or unsafe travel conditions
- Other reasons approved by the principal

Unexcused Absences

Examples of unexcused absences may include:

- Family vacations during the school year
- Oversleeping
- Missing the bus
- Other reasons not approved by the school

Making Up Missed Learning

Students who have an excused absence will have the opportunity to make up missed classroom work. Teachers will work with families to ensure students can successfully rejoin classroom learning.

Partnering with Families

If we notice a pattern of absences, tardiness, or early dismissals, school staff will reach out to better understand the situation and work together with families to support improved attendance. Our goal is to identify any barriers and help every child attend school regularly.

Why Attendance Matters

When children attend school consistently, they are more likely to:

- Build strong literacy and math skills
- Develop positive daily routines
- Form meaningful friendships
- Participate in hands-on learning experiences
- Feel connected to their classroom community

Working Together

We understand that children become ill and that unexpected circumstances arise. Thank you for partnering with us to make school attendance a priority whenever possible. Your support helps ensure every child has the opportunity to learn, grow, and thrive.

For the complete Garden City School District Comprehensive Attendance Policy, please visit the district website or contact your school's main office.