

Attendance Policy and Plan School Year 2023-24

***** Insert School Name, DBN *****

Welcome to the 2023-24 School Year!

We are excited to share our school's Attendance Policy and Plan. This policy and plan will hopefully provide you with the information and guidance you need to help you help your child attend school regularly.

OUR SCHOOL COMMUNITY'S ATTENDANCE GOAL

Attendance matters. Missing a day of school means missing hours of instructional time. Research shows that students who attend regularly achieve greater success in school and in life. Our school's collective goal for attendance remains the same. We want every child attending school every day, or at least 95% of the school year.

ATTENDANCE TAKING

Our School will take Attendance:

***** Insert the timeframe for attendance taking: *****

***** EX: Each morning from 8:30 a.m. – 9:17 a.m. or by course or period, if high school.**

Modality	Definition
Present	A student that is physically present in the classroom/school learning environment for at least one full instructional period during the school day.
Absent	A student that is not physically present in the classroom school learning environment for at least one full instructional period during the school day.

COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance:

***** Insert your schools' methods:**

***** EX: Parent letters, robocalls, emails, texts, caremonkey, etc. *****

Please reference the policy guidance listed in the instructions (i.e., Section "6. Notifications of Absences" in "How to Set Attendance and Lateness Policies").

It is very important for the school to have families' up-to-date contact information. To make sure we can reach you, please alert us of any changes to your address or phone number by:

***** Insert the method by which you want families communicating with the school. *****

ABSENCES

If you know your child is going to miss school on a certain day or will be missing school for an extended period, please notify the school in advance by:

***** Insert the method by which you want families communicating with the school. *****

If your child is absent, we will follow up that day by making a positive phone call, text, or email home. This follow-up helps us to ensure that your child is safe, healthy and that your family has what it needs to help your child overcome the barriers to attending school.

While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Please provide us with information on the reason for your child's absence. Here is what you need to know regarding excused and unexcused absences:

- Excused Absence:

***** EX: An excused absence may be excused for reasons including illness, injury, family emergency, religious observation, pre-arranged appointments. In the... *****

Please reference the policy guidance listed in the instructions (i.e., "Section 2. Absences" in "How to Set Attendance and Lateness Policies").

- Unexcused Absence:

***** EX: An unexcused absence is when too little to no information is provided when a student is marked absent for the day. *****

Please reference the policy guidance listed in the instructions (i.e., Section "4. Getting to School on Time" in "How to Set Attendance and Lateness Policies").

LATENESS

Even if a student is late, they are still marked as present. If you know your child is going to be late on a certain day please:

***** Insert the method by which you want families communicating with the school. *****

Just as with absences, we flag lateness as excused and unexcused. Here is what you need to know regarding excused and unexcused lateness:

- Excused Lateness:

***** EX: Lateness may be considered excused for the same reasons provided for absence e.g. Illness/injury, religious observation, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays. If a... *****

Please reference the policy guidance listed in the instructions (i.e., Section "4. Getting to School on Time" in "How to Set Attendance and Lateness Policies").

- Unexcused Lateness:

***** Insert rationale here. An example might be: Unexcused lateness is when a student is not in their homeroom for their morning meeting by 9:15 a.m. and has not provided reasons for lateness, such as... *****

Please reference the policy guidance listed in the instructions (i.e., Section “4. Getting to School on Time” in “How to Set Attendance and Lateness Policies”).

LEAVING EARLY

This section explains our school’s policy for a student’s early departure from the school day. If your child is going to leave early on a certain day, please notify the school by:

***** Insert the method by which you want families communicating with the school. *****

- Early Departure:

***** EX: 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. If a student... *****

Please reference the guidance listed in the instructions (i.e., Section “5. When a Student has to Leave Early” in “How to Set Attendance and Lateness Policies”).

ATTENDANCE AND MAKE-UP WORK

If a child is absent or late, grades, coursework, or exams could be affected. Here is what you need to know regarding our grading policies and how we support our students with make-up work:

***** EX: Lateness to 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), dialogs, speeches, group work, lab work, etc. Students are not required to make up the exact hours of missed instructional time. If students master course content and satisfactorily meet expectations outlined in the syllabus, they will receive credit for the course. *****

Please reference the policy guidance listed in the instructions (i.e., Section “7. Attendance and Course Grades” in “How to Set Attendance and Lateness Policies”).

Every Student, Every Day Practices

This section shares information regarding our schools’ multi-tiered support plan. It is our hope that through these supports your children have what they need to attend school regularly.

COMMUNICATION

Every day a student is absent we will make a positive phone call home to check in and make sure the student and family are healthy. During parent-teacher conferences, we will share information regarding your child’s attendance and discuss how we as a school community can be most helpful in creating the conditions for your child to attend regularly and thrive in school.

***** Insert any additional school-specific communication methods and practices that are used to support students and families. *****

Please reference the guidance listed in the instructions (i.e., Every Student, Every Day Learning Guide).

PERSONALIZED SUPPORTS

***** Insert a description of the personalized and tiered supports that you provide to students. *****

***** EX: Students who have by the end of September missed more than two days of school will be connected to a Success Mentor., A Success Mentor is a caring adult who serves as a mentor and as an advocate for their mentees. Students will be linked to enrichment clubs and academic support if needed! *****

Please reference the guidance listed in the instructions (i.e., Every Student, Every Day Learning Guide).

CELEBRATIONS

***** Insert a description of how your school celebrates attendance improvement. *****

***** EX: We are dedicated to making sure every child has the positive support they need to not only attend school every day but to succeed. We recognize and celebrate students' attendance improvement, no matter how small. When a student improves their attendance, we recognize and celebrate their success in our end-of-year award ceremony. *****

Please reference the guidance listed in the instructions (i.e., Every Student, Every Day Learning Guide and Section "8. When a Student Meets Attendance Expectations" in "How to: Set Attendance and Lateness Policies").

PARTNERING WITH COMMUNITIES

***** Insert a list of neighborhood organizations your school has partnerships with and how they support the needs of students and families. *****

***** You may also add information about how your school partners with families to support their needs. *****

Please reference the guidance listed in the instructions (i.e., Every Student, Every Day Learning Guide).

SCHOOL CALENDAR

To view a calendar of the school's events, go to:

***** Insert the school's website calendar link or where families can find the calendar. *****

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our Every Student, Every Day 2021-22 Attendance Policy and Plan, please contact us at:

***** Insert school's contact name (e.g., the Attendance Coordinator), phone number, and email. *****