



Attendance Policy and Plan School Year 2025-26

PS 131 (15K131)

Welcome to the 2025-26 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 and stay in school.

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. Whether in-person or remote, we want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

Our school will take attendance each morning from 8:00 a.m.-8:15 a.m. and will be collected by 9:00 a.m.. It is then taken to the main office where the data is input.

ATTENDANCE DEFINITIONS

Modality	In-person	Remote
Present	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.	Student attends (is virtually present for) synchronous or asynchronous instruction for the equivalent of at least one full instructional period during the scheduled program day.
Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.	Not virtually present for synchronous or asynchronous instruction.

¹ Synchronous instruction is defined as live interaction between the teacher and student(s) each day at a scheduled time, communicated in advance to parents and students. For more information, please contact the school.

² Asynchronous learning refers to instruction and learning opportunities that are not centered on students and teachers interacting at the same time. Asynchronous learning activities enable students to work at their own pace so they can learn the same material at different times independently.

COMMUNICATION WITH FAMILIES

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

We will make every effort to connect with you - phone calls, parent letters, home visits, in person meetings with teachers, and in person meetings with administrators.

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 contacting the main office.

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:

A written note is preferred; however, parent phone calls are also acceptable.

If your child is absent, we will follow up 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:

An excused absence may be excused for reasons including illness, injury, problems accessing technology or getting online during a snow emergency day, death in the family, family emergency/crisis, religious observation, pre-arranged appointments, appointments with legal services or medical appointments.

- Unexcused Absence:

An unexcused absence is when too little to no information is provided when a student is marked absent for the day and includes extended vacation and exclusion due to lack of immunization.

LATENESS

Even if a student is late, they are still marked as **present** as long as they attend for at least one instructional period. If you know your child is going to be late on a certain day please **notify the school via a phone call.**

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:

Lateness may be considered excused for the same reasons provided for absences (Illness/injury, problems with accessing technology or getting online, religious observation, family emergency, pre-arranged appointments), as well as or school or bus delays or documented MTA delays.

- Unexcused Lateness:

Unexcused lateness is when a student is not in their classroom by 8:00 a.m. and has not provided reasons for lateness.

LEAVING EARLY

This section explains our school's policy for a student's early departure from the school day in both remote and in-person settings. Even if a student leaves school before the end of the school day, they are still marked as **present** as long as they attend for at least one instructional period. If your child is going to leave early on a certain day, please notify the school by:

Please write a note informing the school of the day, time, and reason so that it is excused. You may also come to the school and let us know. We will ensure your child is signed out by the parent and gets to the parent safely.

- Early Departure: Leaving school early must be arranged in advance when possible. 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.

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:

Lateness to class may result in loss of valuable and irreplaceable MTSS and Phonics support, instructional time, cluster classes, activities such as classroom participation, assessments, group work, lab work, etc. If your student receives support services such as SETTTS, counseling, OT/PT, and speech services they will miss out on this valuable support as well. Students may make arrangements to make-up work with their classroom teacher.

How Can We Help?

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.

We will make every effort to reach you -phone calls, parent letters, home visits, in person meetings with teachers, in person meetings with administrators, and etc.

PERSONALIZED SUPPORTS

Students will be supported by the Attendance Team Enrichment clubs and academic support will be provided when needed. We will leverage the remote learning space to create a personalized enrichment and support plan for each student so that they feel a sense of belonging and excitement about attending school. We will also have multiple whole-school supports, activities, and incentives for the students as well.

CELEBRATIONS

We are dedicated to making sure every child has the support needed to attend school every day and succeed academically. Students who have 100% attendance are rewarded with a certificate and small prize, and they are recognized at the PTA monthly meeting.

PARTNERING WITH COMMUNITIES

Center for Family Life

-Community resources, cooperative business development, employment services, and family counseling

Maimonides Hospital

Interborough Developmental Services

-Mental health support and therapy

Family Assistance Program

-Education, Housing, Child Care, Employment, Children Services

SCHOOL CALENDAR

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

<https://www.ps131k.org/calendar-events>

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our attendance plan, please contact us at:

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