

LENOX ACADEMY
Middle School 961
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Chronically Present Attendance Policy 2026 -2027

Welcome to the 2026 - 2027 school year! We are excited to share our school's Attendance Policy. This will hopefully provide you with the information and guidance you need to help your child remain **Chronically Present** this school year!

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 beyond. Our school remains committed to maintaining an attendance rate of 95% throughout the school year. Lenox Academy consistently has one of the top attendance rates and chronically present rates in the District, and we need everyone to help contribute to keep it that way!

Defining Attendance:

Attendance:	In-Person	Remote*
Present	Students attend and are physically present in the classroom or school learning environment for at least one full instructional period during the school day.	Students complete the posted attendance form and attend synchronous/live virtual instruction via Meet or Zoom with their teachers following the alternate remote schedule. Students must be present for the equivalent of at least one full instructional period.
Absent	A student that is not physically present in the classroom for instruction or designated location in the school during the scheduled day.	Students are not virtually present for synchronous or asynchronous instruction.

*Please note, there is no remote instruction allowed in New York City Public Schools, unless the City designates the day for remote learning due to inclement weather or elections.

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.

Attendance Taking and Lateness:

The **instructional day begins at 8:00 am**. Our school takes attendance during the first period each day. Students are late if they arrive **at their classrooms** after 8:05 am. Breakfast is served in the Cafeteria from 7:30 am to 7:55 am daily.

School Calendar:

You can view the [NYCPS School Calendar](#) and our Lenox Academy School Calendar for information on upcoming events and days of non-attendance.

- While the occasional sickness, appointment or family event is part of life, planning vacations, trips and events during school days is disruptive to your child's education and discouraged.
- Although we have early release days on Friday, it is still a day of instruction, and often a day where assessments are administered. Fridays are not a day to take off.
- If students have a doctor, dentist, or orthodontist appointment in the morning or afternoon, they are encouraged to at least attend school for part of the day.

Communication with Families:

- Parents automatically receive a text message from New York City Public Schools when their child is absent.
- If your child is absent, we will follow up by making a positive phone call home to check in following **every absence**. This is to check-in as a support and ensure we have the absence coded properly in our system.
- For students who have extended or excessive absences, we will conduct outreach to help ensure that your child is safe, healthy, and that your family has what it needs to help your child overcome barriers that may be preventing them from attending school.
- Families will receive attendance update letters as their child accrues absences greater than five on the year.
- Families have access to attendance and lateness records via the [New York City Schools Account](#).

Celebrations:

At Lenox Academy, we celebrate students with positive attendance trends by:

- Holding a weekly raffle of Lenox Academy Swag for students in each grade who were not absent or late that week.
- Holding monthly pizza parties for one class on each grade with the highest attendance percentages.
- Holding special events, like ice-cream parties, for all students with positive attendance trends.
- Recognizing students who previously struggled with attendance and who are now Chronically Present.
- Formally recognizing students with Perfect Attendance and Perfect Attendance without Lateness for each Marking Period, Perfect Attendance for the Year and Three-Year Perfect Attendance.

Chronic Absenteeism and Success Mentor Supports:

Students who miss 10% of the school year or more are considered to be Chronically Absent in New York City Public Schools. This means that they have missed 18 or more days of instruction. Chronic absenteeism creates challenges to student success in school and is disruptive

- Students who were Chronically Absent in the 2025 - 2026 school year will be partnered with a Success Mentor at the start of the year to help them set attendance goals and maintain positive attendance.
- Success mentors will partner with families of students who are in jeopardy of becoming Chronically Absent in the 2026 - 2027 school year as well. We monitor attendance carefully throughout the year.

Anticipated 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: calling 718-927-5228 or emailing D18961@schools.nyc.gov

Coding Absences:

While every single absence is equal to missed instructional time, we code absences as excused or unexcused in our system. This is one reason that we follow up absences with phone calls. Please provide us with the information on the reason for your child's absence. If they have an appointment, please send in a doctor's note.

Please note that both excused and unexcused absences count towards the overall attendance rate and Chronic Absenteeism.

- **Excused Absence:** An excused absence may be excused for reasons including illness, injury, problems accessing technology or getting online during a snow emergency day, family emergency, religious observation, pre-arranged appointments.
- **Unexcused Absence:** An unexcused absence is when too little to no information is provided when a student is marked absent for the day.

Coding Lateness:

Even if a student is late, they are still marked **present** as long as they attend school for at least one instructional period.

Just as with absences, we code latenesses as excused or un-excused. Any lateness without a note is considered unexcused. If you know that your child is going to be late on a certain day, please email or call our main office. 718-927-5228 or

D18961@schools.nyc.gov

Please note that both excused and unexcused lateness count towards the overall lateness rate.

- **Excused Lateness:** Lateness may be considered excused for the same reasons provided for absence e.g. Illness/injury, problems with accessing technology or getting online, religious observation, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays.
- **Unexcused Lateness:** Unexcused lateness is when a student is not in their first period classroom by 8:05 am. When there is too little to no information provided for their lateness.

Leaving Early:

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. A student can be dismissed from school early and released to a person over the age of 18 who has been identified on the Blue Card or in the New York City School Account. Anyone picking up a student must come to the office and provide a photo ID to sign the student out. If they are not on the blue card, they will not be allowed to take the child early. Students may not leave the building on their own outside of regular dismissal.

Attendance and Make-Up Work:

If your child is absent or late, grades, coursework or assessments could be affected. Students should meet with their teachers to make a plan for any missing work or support they need, and complete it within three days of returning to school. Teachers provide support in class, through Lunch and Learn hours, or Peer Tutoring. Teachers cannot supply packets of work in advance if you are planning on being out for a trip. Student work, where possible, is posted in Google Classroom.