



Attendance Policy and Plan School Year 2026-27

*****PS 205Q Alexander Graham Bell *****

Welcome to the 2026-27 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. 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: Each morning from 8-8:30 am. Children are marked late after 8:05am.

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.

COMMUNICATION WITH FAMILIES

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

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.		

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:

Emails, calls, school website

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:

Contacting the school directly.

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, 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. ***

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:

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.		

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 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. If a... ***

- Unexcused Lateness:

Unexcused lateness is when a student is not in their homeroom, if in-person, or online for their morning meeting by 8:05 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:

- Early Departure:

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. Parents cannot notify students via REMIND during the school day, you must call the office directly. 718-464-5773

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 a lower class average due to the loss of instructional time in activities such as classroom participation, examinations (Quizzes/full period exams) speeches, group work, lab work, etc. Students are not required to make up the exact hours of missed instructional time. If

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.		

students master course content and satisfactorily meet expectations outlined in the syllabus, they will receive credit for the course.

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.

PERSONALIZED SUPPORTS

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

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! 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, even though school looks different from what they are used to.

CELEBRATIONS

We are dedicated to making sure every child has the support needed to attend school every day and succeed academically. We recognize and celebrate students' attendance improvement, no matter how small. When a student improves their attendance, we recognize and celebrate their success in a certificate/ award letter.

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.
¹Synchronous 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.		

PARTNERING WITH COMMUNITIES

Key NYCPS Offices and Task Forces

- [Office of Attendance, Research, and Innovation \(ARI\)](#): Sets district-wide attendance policy, provides professional learning, and guides schools away from punitive measures toward preventative "Every Student Every Day" strategies. [\[1\]](#)
- **Office of Community Schools (OCS)**: Partners with over 80 community-based organizations (like Children's Aid Society and Good Shepherd Services) to integrate whole-child health, youth development, and family support directly into schools. [\[1\]](#)
- **Mayor's Interagency Task Force on Truancy, Chronic Absenteeism and School Engagement**: Coordinates cross-agency resources, providing targeted interventions such as mentoring programs and supplemental academic support. [\[1, 2\]](#)

City and Community Partners

- **Department of Youth and Community Development (DYCD)**: Collaborates with community schools to align after-school programs, youth development, and family engagement services. [\[1\]](#)
- **Parent Coordinators and School Counselors**: Act as the direct frontline contact for families facing hurdles; they coordinate daily attendance tracking, goal-directed success plans, and direct connection to local social services. [\[1, 2, 3\]](#)

SCHOOL CALENDAR

To view a calendar of the school's events, go to our school website. <https://ps205.org/>

CONTACT INFORMATION

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

718-464-5773 Lilly Chu Parent Coordinator