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***“WE INSPIRE CHILDREN TO LEARN, TO EXPERIENCE AND TO ACHIEVE.”***

**P.S. 212 – Every Student, Every Day Attendance Policy and Plan 2021-2022**

We want every child attending school every day for greater success in school and in life. The P.S. 212 attendance policy aligns with Chancellor’s Regulations A-210. Regular school attendance is the expectation, and attendance is recorded daily. All children from age 5 to 17 residing in New York City must attend school fulltime.

As parents/guardians, you are legally responsible for making sure your child attends school daily and arrives on time. Schools are mandated to report all incidences of possible educational neglect. Children should not be kept out of school for an extended amount of time. Our Attendance Team monitors all student attendance. Telephone calls are made daily. Parents of students who are absent more than 5 times within the school year without a valid reason will be invited to a meeting with the Attendance Team. Vacations should be planned in accordance with the [NYCDOE School Calendar](#). Every child is expected to attend school daily and be on time.

**Attendance is a required, legal record:** A student who is not in school for at least one class period must be marked absent, even if the absence is excused.

You can check attendance on report cards, ask the main office for attendance records, or follow attendance on your child’s [NYC Schools Account](#).

**In Person:** Student is physically present in the classroom/school learning environment for instruction during at least one instructional period during the school day.

**In the event of a school closure or quarantine protocol - Remote:** Student is virtually present for synchronous or asynchronous instruction during the scheduled program day.

**Every absence counts. Excused absences are still absences:** P.S. 212 will reach out to learn why a student missed school and how to help. Parents must provide a reason for absences.

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**Attendance, Communication, and Make-Up Work**

- Attendance will be recorded daily using the Automate the Schools program (ATS).
- Teachers will take attendance by 8:12 am daily. A student is considered present for the day if the student attends at least one instructional period.
- **Late Arrival** – Late arrival is any student who arrives after 8:12 am daily.
- **Absent** – By 8:00 am - Call the main office, provide your child’s name and class, state the reason for absence, and request homework be provided for pick up in the main office or sent home with a sibling. Or you can send a message to your child’s teacher via ClassTag.
- **Early Departure** - If your child needs to leave school early:
  1. Leaving school early must be arranged in advance. Call the main office, provide your child’s name and class, and the time they will be picked up.
  2. A student can be dismissed from school early to the family or a person who has been identified on the Blue Card.
  3. Anyone picking up a student must come to the security desk and provide photo identification. The child must be signed out in the Sign-Out book on the table next to the Safety Agent.
  4. Please provide registration for religious program if requesting early release.
- Parents will be contacted by the school after four absences and will be informed of their child’s attendance rate via letter that will be backpacked home.
- A student whose attendance rate is less than 90% is considered chronically absent. Students who are considered chronically absent will be assigned to the Attendance Coordinator. We must document the contact made with the parent.
- If a student is absent for 10 consecutive days a Form 407 is generated and an investigation will begin to identify the student’s whereabouts.
- Excused absences can be for religious observances (CR-630) or due to illness. Please provide medical documentation from a doctor’s office for: quarantining as a close-contact for COVID-19, quarantining due to illness with COVID-19, or any other illness, to be coded correctly in ATS.