



## **Attendance Policy**

At Cardinal McCloskey Community Charter School (“CMCCS” or the “School”), we are committed to fostering a vibrant and enriching learning environment in connection with our Sanctuary Model for all of our students. This Attendance Policy is designed to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance. **A goal of our charter is AT LEAST 95% attendance for every student**, and frequent or excessive unexcused absences from school may result in retention and put a child’s continued enrollment at CMCCS at risk.

**When a child has fifteen (15) or more unexcused absences, it is considered Educational Neglect, and the School is required to notify the Administration for Children’s Services (“ACS”). The School will also contact ACS if it has any other reason to suspect that a child is being educationally neglected.**

### **Notice**

To be successful in this endeavor, it is imperative that all members of the School community are aware of this policy, its purpose, procedures, and the consequences of non-compliance. To ensure that students, parents/guardians, teachers, and administrators are notified of and understand this policy, the following procedures will be implemented.

- A plain language summary of this Attendance Policy will be included in the Family Handbook and will be reviewed with students at the start of the school year.
- Parents/guardians will receive a plain language summary of this policy at the start of the school year.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student’s parents/guardians by phone of the specific ATED, remind them of this Attendance Policy, and review ATED intervention procedures with them.
- The School will provide a copy of this Attendance Policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review this Attendance Policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.



**Regular School Hours**

Student arrivals begin promptly at **7:30am** and run until **8am**. Students who arrive after 8am will be marked late by their classroom teacher.

**Daily School Schedule**

Monday, Tuesday, Thursday & Friday	Wednesday
Arrivals: 7:30 AM - 8:00 AM <b>(Late as of 8:01 AM)</b>	Arrivals: 7:30 AM - 8:00 AM <b>(Late as of 8:01 AM)</b>
Instructional Day: 8:00 AM - 3:45 PM	Instructional Day: 8:00 AM - 1:45 PM
Dismissal 3:45 PM	Dismissal: 1:45 PM

**Excused and Unexcused Absences**

Students must report to school every day to get credit for their attendance, participate in school activities such as trips and afterschool programs, and maintain eligibility for certain academic or extracurricular programs. Students with excessive unexcused absences may be at risk of retention.

The City requires young people between ages 6 and 17 to attend school on a full-time basis. Students with less than 90% attendance are more likely to have lower test scores and not graduate.

Excused ATEDs	*Record of Absence
<ul style="list-style-type: none"> <li>Illness of the student or parent/guardian, which was communicated to School on the same day.</li> </ul>	<ul style="list-style-type: none"> <li>Note from Doctor dated with Student/Parent/Guardian name.</li> </ul>
<ul style="list-style-type: none"> <li>Scheduled doctor's appointment with an excuse note signed by the doctor.</li> </ul>	<ul style="list-style-type: none"> <li>Doctor's Note</li> <li>Follow-up Appointment Notification from Doctor.</li> </ul>
<ul style="list-style-type: none"> <li>The death of a close family member.</li> </ul>	<ul style="list-style-type: none"> <li>Verified by a program, or any other available documents.</li> </ul>



	<ul style="list-style-type: none"> <li>● If it is out of the Country/State: Proof of Flights is required.</li> </ul>
<ul style="list-style-type: none"> <li>● A court appearance that requires the child's presence.</li> </ul>	<ul style="list-style-type: none"> <li>● These documents should be on file at School.</li> <li>● Documents must have children's names.</li> </ul>
<ul style="list-style-type: none"> <li>● Observance of a religious holiday</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
<ul style="list-style-type: none"> <li>● Family emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>● Proof of Flights is required.</li> </ul>

***\*All ATEDs must be accounted for. It is the parent's/guardian's responsibility to notify the School within 24 hours of the ATED and to provide a written excuse upon the student's return to school.***

***NOTES MAY DIFFER ON A CASE BY CASE BASIS. PRINCIPAL HAS FINAL DECISIONS OF EXCUSE NOTES.***

***Excused ATEDs may include other reasons not listed above as approved by the Principal on a case-by-case basis.***

All other ATEDs are considered unexcused absences.

### **Action Steps to Address Patterns of Excessive Absences**

- Attendance will be taken daily for students;
- Student ATED data will be available to and will be reviewed by the Attendance Coordinator in an expeditious manner;
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to the appropriate School personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. If a pattern of ATED's for an individual student is identified, the designated staff person(s) will follow up in accordance with this policy.



<b>Number of Absences</b>	<b>Action from School</b>
Every absence	Families receive a daily message by 11:00 AM from the Main Office every time a child is absent.
5 Absences	Families will receive notice from the Attendance Coordinator.
10 Absences*	Families will receive an attendance warning letter from the Attendance Coordinator.
14 Absences	Families will be required to have a retention meeting with the Attendance Team.
15 + Absences**	Families will be required to meet with the Principal and the attendance team. In addition, a report may be filed with the appropriate child services agency.

\*If a child is absent more than ten (10) times, there is a likelihood that they will not be promoted to the next grade level.

\*\*If a student is absent fifteen (15) or more times in a school year, the student is considered unprepared and is at risk of not being promoted to the next grade. The Attendance Coordinator will contact the parent/guardian and reserves the right to retain any student who misses more than fifteen (15) days of school.

### **Lateness**

CMCCS strongly encourages families to make arrangements so children arrive on time and avoid the following:

- Missing out on important instructions, announcements, or explanations at the beginning of the day. This can put students at a disadvantage in understanding the day's lessons and tasks.
- Students who arrive late may miss out on valuable opportunities such as participation in morning meetings, group discussions, or special events.

Students who arrive after 8:00 AM are considered late.



### **Action Steps to Address Patterns of Excessive Late Arrivals**

<b>Number of Late Arrivals</b>	<b>Action from School</b>
Every Late Arrival	Family receives a daily message by 11:00 AM from the Main Office every time a child is late.
5 Late Arrivals	A warning message will be sent to the family by the Operations Managers/Associate.
10 Late Arrivals	Family will receive a call from the Attendance Coordinator.
15 Late Arrivals	Family will be required to meet with the Director of Operations.
20 + Late Arrivals	Family will be required to meet with the Principal. In addition, a report may be filed with the appropriate child services agency.

### **Early Pickups**

CMCCS acknowledges that there are instances that may necessitate early pick-ups of students before the scheduled dismissal time. In such instances, we kindly request parents/guardians to provide written notification via a note or email, specifying the pick-up time. This communication should be directed to both the teacher and the main office. Families are required to sign out their child at the security desk prior to dismissal.

Parents/guardians that need to pick up their child early may do so prior to 3:00 PM. Parents/guardians may not pick up their child between 3:00 PM and 4:00 PM on any day to maintain safety while students are dismissed from their classrooms, absent extenuating circumstances and with the permission of the Principal.

<b>Number of Early Pickups</b>	<b>Action from School</b>
Early Pickups before 8AM	Early pickups before 8AM will be an absence.
5 Early Pickups	Family will receive a call from the Attendance Coordinator.



10 Early Pickups	Family will be required to meet with the Director of Operations.
15 + Early Pickups	Family will be required to meet with the Principal.

### **Late Pickups**

Should your child stay at school for more than one (1) hour beyond the dismissal time on any given school day, CMCCS retains the authority to implement the following measures, as we see fit:

- Parents/guardians will be required to meet with the Principal and Director of Operations if they are late to pick up five (5) times in a month. Parents/guardians may run the risk of having students removed from CMCCS if it continues.
- In accordance with NYC Department of Education guidelines, a staff member may contact the New York City Police Department to request an officer to escort your child to the police station. Your child will be kept at the police station until your arrival for pick-up.
- We may also be obligated to report instances of chronic lateness to ACS.

If parents/guardians expect to be late picking up their child, they should immediately call the School to notify it of their expected arrival time.

### **Attendance Incentives**

The School will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Monthly certificates or other small rewards (including fun activities) recognizing monthly perfect or improved attendance (not counting excused ATEDs).
- Monthly lottery drawings to award prizes for monthly perfect or improved attendance (not counting excused ATEDs).

### **Annual Review**

The Board of Trustees of Cardinal McCloskey Community Charter School (the "Board") will annually review student attendance records and, if such records show a decline in student attendance, the Board will revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

**REVISED: 5/6/26**