



P.S. 481 The STEAM Bridge School
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2025-2026 The STEAM Bridge School

Every Student, Every Day Attendance Policy

Welcome to the 2025–26 School Year!

We are excited to share our school's *Every Student, Every Day Attendance Policy*. This policy provides families with clear information and guidance to support their child in attending school consistently.

Our School Community's Attendance Goal

Attendance matters. Missing even one day of school means missing valuable instructional time. Research shows that students who attend regularly achieve greater success both in school and in life. Our shared goal is for every child to attend school every day—or at least 95% of the school year.

Attendance Taking

Attendance is taken each morning between 8:00 AM and 9:00 AM. Please ensure your child arrives on time each day so they can fully participate in morning learning routines.

Attendance Definitions

- **In-Person**
 - Present: Student attends at least one full instructional period in the physical classroom/school learning environment.
 - Absent: Student is not physically present in the classroom/school learning environment for instruction during the scheduled school day.

Remote (Weather-Related Only)

- Present: Student attends synchronous or asynchronous instruction (virtually) for the equivalent of at least one full instructional period during the scheduled program day.
- Absent: Student does not attend (is not virtually present for) synchronous or asynchronous instruction.

Note: Remote attendance will only be available if NYCPS officially pivots to remote learning (e.g., due to weather-related closures). Students cannot opt into remote learning on an individual basis.

Synchronous vs. Asynchronous Instruction

Synchronous instruction	Asynchronous instruction
Means live interaction between the teacher and students at a set time each day.	Means students learn independently at their own pace, without live interaction.

Excused vs. Unexcused Absences and Lateness

Excused	Unexcused
The parent/guardian or doctor provides a note, email, or phone call explaining the reason. The child's absence will be coded "excused." Excused absences still count toward a child's total number of absences, as required by New York City Public Schools.	No information or insufficient explanation provided.

Absences

If your child will be absent, please notify the school by 8:00 AM. Call the main office or contact your child's teacher. If your child is absent and you have not contacted us, we will follow up that day by phone (robo call), text, or email to make sure your child is safe and your family has the support needed.

Lateness

Students arriving after 8:00 AM are considered late. Students arriving late due to bus issues will not be marked late. Families are encouraged to notify the school if a child will be late. Even if a student is late, they are still marked present for the day.

Early Dismissal

Children may not be picked up before 2:20 PM unless an adult (18 years or older) comes to the main office to sign them out. Students will only be released to adults listed on the blue emergency card, and a valid photo ID must be shown. All early dismissals will be recorded in the Early Release Book in the main office.

To help us plan and minimize disruptions to instruction, please notify the school by 11:00 AM if your child will need to leave early. **The latest time for an early dismissal is 2:00 PM.** After 2:00 PM, staff and students are in transition for end-of-day routines, and students will not be released until the regular dismissal process begins at 2:20 PM.

Attendance and Make-Up Work

When students are absent or late, they may miss valuable learning experiences. Students are expected to complete make-up work so they can stay on track with their learning.

Extended Vacations

We strongly encourage families to schedule vacations in alignment with the school calendar. In the event that a student is taken out of school to travel, the student will be marked absent for each day of non-attendance. Teachers are not required to provide “extra work” in advance of or during extended vacations, as instruction follows a daily pacing guide and homework is assigned based on lessons covered in class.

Every Student, Every Day Supports

- **Daily Communication:** Each day a student is absent, families will receive an automated call. Teacher Follow-Up: If a student is absent for two days in a row, the teacher will contact the family.
- **Attendance Team:** May reach out for additional support if absences continue.
- **STEAM Bridge Buddy:** By the end of November, students who have missed more than 10 days will be paired with a caring adult mentor.

Celebrations

We celebrate students for perfect attendance and for improving their attendance. Attendance celebrations will be held November, February and June, to recognize students' commitment to learning.

School Calendar <https://www.thesteambridgeschool.org/>

Contact Information

We are here to support you! Please reach out with any questions about our Every Student, Every Day Attendance Policy.

-Ms. Padin, Attendance Coordinator/Pupil Accounting 718-239-5660 ext: 1013

Email: LPadin2@schools.nyc.gov

-Ms. Feliciano, Social Worker 718-239-5663

Email: MFeliciano27@schools.nyc.gov

**Thank you for being our partners in ensuring every child is present,
engaged, and thriving at The STEAM Bridge School!**