**ATTENDANCE REWARD SYSTEMS**

Dear Parent / Carer

This letter is to remind you of the attendance reward details.

1. **Whole School Termly Reward for Individual Pupils for Attendance & Punctuality**

Termly treat will be given to anyone:

* with 97% or above attendance
* without any unauthorised absences (including holidays)
* no more than 3 lates in any term
* children withdrawn for appointments **– only with medical card etc**

When and how the treat will take place

* one day during the first two weeks of the next term

Treats

* school council to choose options
* ‘winning’ option to be chosen by children in assembly

***Reward examples***

* *ice-cream van / one film afternoon / one treat such as special visitor or theatre group / bag of sweets / hot dog / MacDonalds / present*
1. **Individual Pupils in any half term (must be over 96% attendance, no unauthorised absences)**
* Celebration assembly – presented with green certificate & badge
1. **Best class weekly award in KS1 & KS2**
* Mascot & certificate to be awarded in assembly per week for the highest percentage in each KS
* Double playtime for winning classes
1. **Keeping track of your child’s attendance**

We will monitor how well your child is doing with attendance using the following colour codes:

Green: 96% to 100%

* Brilliant
* Your child will be happy in school and will be able to keep up with other children

Amber: 90% to 95%

* By this stage your child’s school work will have started to suffer – he / she will have missed some important learning and will have to catch up
* We will contact you to arrange a meeting to discuss how to improve your child’s attendance
* By this stage your child will not be on track to have the end of term treat

Red: below 90%

* Danger!
* Your child is at risk.
* We will have to contact the Inclusion team who may take legal action



96% - 100%

 90% - 95%

 Below 90%

Please help your child achieve this.

Children with medical conditions

* We will make sure we take into consideration the impact of severe medical conditions
* Please remember that the only doctor or hospital appointment we will authorise are those for which parents / carers bring us an appointment card

Holidays

* There is a common misconception that children are entitled to 10 days’ holiday from school.
* This is not the case and no holiday during term time will be authorised.
* Any child taking holiday in term time will not be able to take part in the end of term treat.

Lates

* We have a number of children who are regularly late for school.
* Children who are late for school more than three times in any term will not be able to take part in the end of term treat. They are kept at the office area until the end of assembly time, they will read their book or complete work in this time.

Finally

* I’m sure the children will love having the treat if they win the award.
* We are doing our best to improve attendance and a reward system is definitely the best way to motivate children.
* However, children will be disappointed if they can’t enjoy the reward and I’d like as many children as possible to take part in it.
* But, may I respectfully remind you that it is the job or parents /carers to make sure their child has good attendance and punctuality.
* I urge you all to support your child to have good attendance and punctuality.

Thank-you



Mrs E. M. Armstrong

Headteacher