



## Heath View Academy

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Headteacher: Alyson Million

3<sup>rd</sup> January 2017

Dear Parent/Carer

### **Attendance and Punctuality**

As you may be aware at Heath View Academy we actively encourage our students to attend school every day and to be punctual. We have a dedicated team in the academy who monitor and support our students to maintain or improve their attendance and punctuality.

We have launched the “97% Plus” challenge to our students. This initiative challenges each student in the school to be aware of their attendance on a weekly basis and offers rewards for those who are above 97% and who have improved significantly over a period of time.

Details of our rewards system are enclosed with this letter as well as the process to support parents and carers where attendance is below expectations. We aspire that all students access the attendance rewards on offer but we also recognise that in a few cases, despite significant interventions from school attendance does not improve and you must be aware of the process and the possible consequences should the interventions not result in an improvement.

Additional documents regarding school attendance are available on the school website. If you do not have access to the internet please request a copy from the school office.

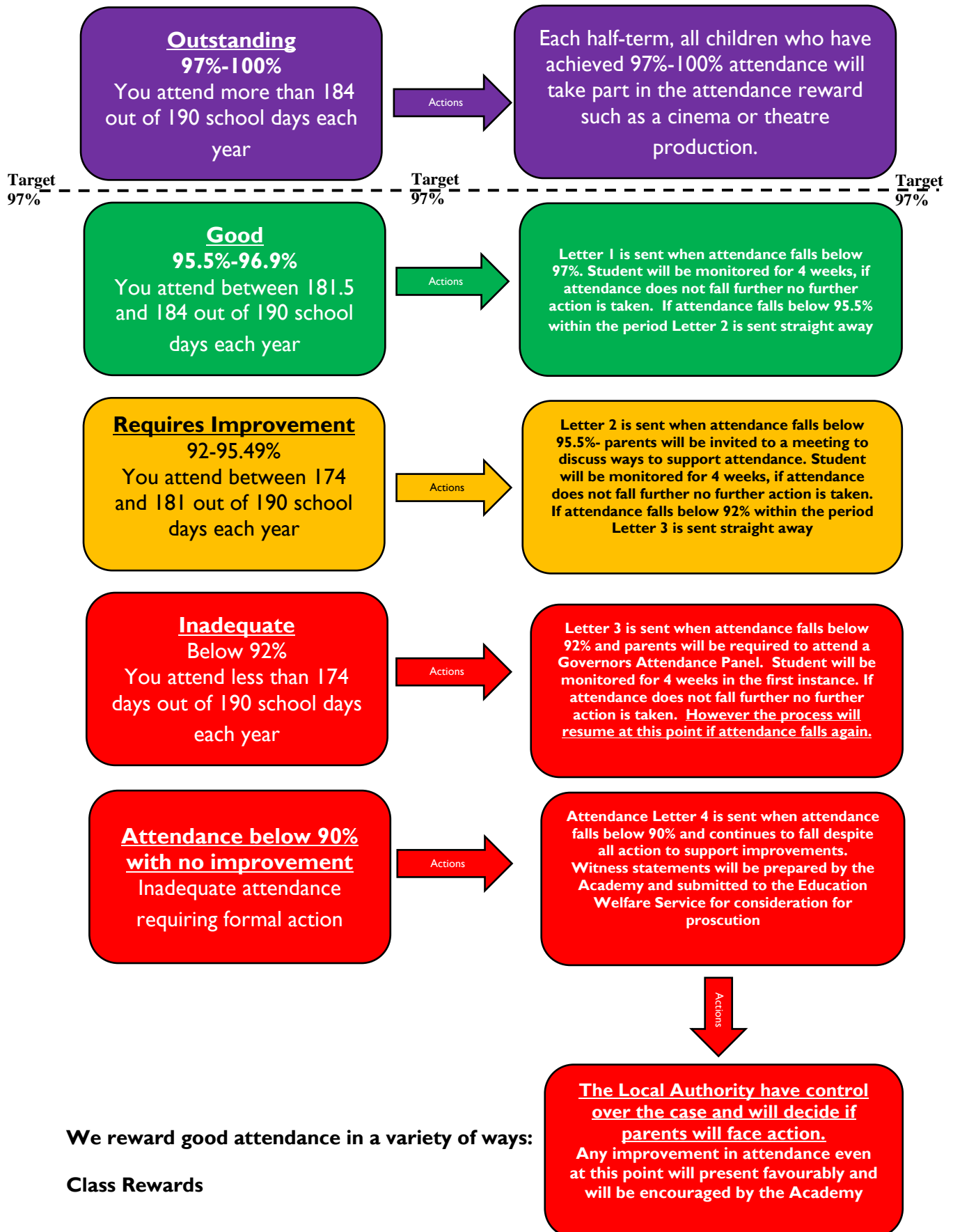
In particular, can we remind all parents that school starts at **08:45am** with doors open from **08:30am**. Registers close **30 minutes** after the start of the session. If your child arrives after the start of the session but before the register closes they will be issued with a late mark. After the close of registers the mark will be U which is an unauthorised absence and will affect your child’s overall attendance. Poor attendance may result in prosecution under Section 444 of The Education Act 1996.

If you have any questions relating to school attendance please do not hesitate to contact school at your earliest convenience.

Yours sincerely

**Alyson Million**  
Head Teacher

## Attendance Thresholds



We reward good attendance in a variety of ways:

**Class Rewards**

Each week, children have their attendance monitored in preparation for Tuesday's assembly. In assembly, each class has their attendance percentage from the previous week shared with the school and classes receive a reward.

### Individual Rewards

From January 2017 children who have high attendance will be eligible for a variety of rewards. This is designed to encourage high attendance of all students and even where there has been some absence children will still be able to access the attendance rewards system. We recognise that there needs to be some incentive for improving attendance even after a period of absence and so we have the "Most Improved" attendance rewards as well as the 97% and above rewards.

We are very supportive and welcome parents to contact us if there is a problem. Please keep talking to us!

Attendance	Reward
<b>Class Rewards</b>	
100% for a week	<b>£100 towards a trip/visit</b>
97% Plus for a half term	<b>Trip to the cinema</b>
97% Plus for a term	<b>Theatre Production</b>
97% Plus for a year	<b>Trip to a local attraction</b>
<b>Individuals in Year Groups</b>	
100% in a week	Raffle ticket for weekly £10 draw
Weekly Winners	Named in newsletter and names displayed
Half termly draw for all 100% (cumulative)	Prize draw for voucher. Certificate. Newsletter/website mention
Half termly draw for all 97% Plus (cumulative)	Mini prize draw. Certificate. Newsletter/website mention
Termly draw for all 100% (cumulative)	'Crackerjack' prizes. Certificate. Attendance party/disco. Newsletter/website mention
Termly draw for all 97% (cumulative)	Prize draw for voucher. Certificate. Attendance party/disco. Newsletter/website mention
Annual prize for all 100% students	Afternoon trip or activity (The Dome, Commando Joe's assault course...) Certificate. Newsletter/website mention
Annual prize for all 97% students	Afternoon trip or activity (The Dome, Commando Joe's assault course...) Certificate. Newsletter/website mention
<b>Most Improved Attendance</b>	
Class over a term	Half-day fun day
Individuals over a half term	Certificate in Celebration Assembly, well done letter for parents
Individuals over a term	Certificate in Celebration Assembly, well done letter for parents