



Dear Parents/Carers

The 100% attendance reward for this term will be bookmarks and will be given on the last day of school in December 2018.

I wanted to clarify the schools policy around attendance and the attendance rewards. The attendance rewards run from the below dates, and your child needs to have achieved 100% within those periods.

September to December  
January to April  
May to July

We understand that children cannot help being ill and at such times, they may need to be at home. Parents tell us of the positive influence that attendance rewards have on children's resilience because they do not want to miss out. We always talk to children at reward times, about the fact that they may have missed the reward this time, but there will be other opportunities for them to achieve the reward.

Russell Hall's policy is, if your child has any **routine** medical appointments, eg dentist, doctors, eye tests etc, we would encourage you to make these appointments outside of school hours or in the school holidays. Should your child attend such appointments during term time these would be recorded as a "medical appointment" but would affect your child's attendance record and 100% attendance reward.

The exception to the policy is, if your child has ongoing appointments for treatment and these can only be attended during term time, eg hospital appointments, emergency dental work, we would need to have proof in the form of an appointment letter/card, stating your child has an appointment for ongoing treatment. Your child will still have to be recorded as absent. However, your child will still receive their 100% attendance reward from school but **only** upon receipt of this evidence.

I hope this explains how we look at the attendance rewards and attendance.

If you have any queries, please contact myself or the school office.

Yours faithfully

Mrs Claire Hargrave  
Family and Pupil Liaison Officer

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