

# A T T E N D A N C E



Maintaining high attendance is a very high priority for us at Bishop Bridgeman. It is important that children come to school on time every day.



## Attendance Rewards -Reminder

Each month children with 100% attendance will receive a certificate and have the opportunity to come to school for a day in non uniform. These children will have their names displayed in the entrance hall. Also in the entrance hall on display will be the weekly attendance percentage for each class. The class with the highest percentage will receive a reward. Any class achieving 100% attendance will receive a special award. Children achieving 100% attendance over a term will receive a reward such as a party or trip. Children who achieve 100% attendance over the school year will receive a certificate, medal and £5 book token. Children who have maintained 95%+ attendance for 3 months will have their names put in a draw for a very special prize of an IPod/ tablet etc.

# M A T T E R S

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## Illness

There are times when children are ill. If your child is absent from school due to illness please ring in to school to inform the office staff. When your child returns to school please send a note in to the office.

## Exit Permit

Appointments, where possible, should be after school. On those occasions when it is unavoidable and you need to take your child out of school you must ask for an exit permit from the office.

## Absence and Lateness

Parents will receive a yellow warning letter if their child's attendance falls below 95% over 4 weeks. They will receive a drop in appointment with Miss Fazakerley if their child's attendance reaches the red level of below 90%. Miss Fazakerley monitors every child's attendance in school regularly to look at attendance patterns. If a child is absent from school for more than 5 days a medical note will be required. If this is not produced the absence will be recorded as unauthorised and may result in a fine.



# M A T T E R S