



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
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Attendance and Punctuality

Dear Parents and Carers,

As we come to the end of another successful year, we would like to take this opportunity to thank you for your continued commitment to your child's attendance and punctuality.

Your support in ensuring that your child attends school every day and arrives on time makes an enormous difference. Excellent attendance and punctuality help children to settle quickly into their learning, build confidence, develop positive friendships, and achieve their full potential. Every school day matters, and by working together we are giving our children the very best opportunities to succeed both academically and personally.

We are incredibly proud of the positive attendance culture within our school and appreciate the role that families play in making this possible. To recognise and celebrate this commitment, we continue to offer a range of attendance and punctuality rewards throughout the year, including:

- Weekly Achievement Points for 100% attendance.
- Weekly recognition / celebration for the class with the highest attendance percentage.
- Termly 100% individual attendance awards
- Termly class treat for the class with the highest attendance percentage.
- Summer term attendance recognition / award
 - Gold Award – 100% attendance
 - Silver Award – 99% attendance
 - Bronze Award – 98% attendance
- Ten Punctuality Prize Weeks across the academic year, where children who arrive on time every day during the prize week are entered into a draw to win a toy voucher, while parents and carers win a supermarket voucher.

Our much-anticipated Attendance Trip, where children who have had 100% attendance since the previous attendance trip (during the previous academic year) will be invited to attend. The

destination for this exciting reward will be chosen by our School Council at the start of the new academic year.

These incentives are designed to celebrate the excellent habits that help children thrive and to recognise the fantastic support that families provide.

We understand that there will be occasions when your child is genuinely too unwell to attend school. In these circumstances, we kindly ask that you notify the school office before **9:00 am** on the first day of their absence. By working together to ensure that absences are only taken when absolutely necessary, we can help every child make the most of their learning opportunities.

Thank you once again for your ongoing partnership and for making attendance and punctuality such a priority. Together, we can continue to give every child the best possible chance to succeed.

We look forward to working with you in the coming academic year and celebrating even more attendance success.

Yours sincerely,

Mrs Statham

Head of School