Phase	Absences	Lessons Missed	Responsible	Responses	Acknowledgement / Success	Daily Actions	Weekly Actions	Termly Actions	Overview
Phase 1	1-4 days	6-24 lessons	Head of Year	 Heads of Year to monitor, celebrate improvement in students' attendance or address students whose absences are at risk of increasing above 4 days via student meeting Subject teacher or Inclusion Team parental contact; letters and phone calls School Nurse, School Counsellor referral 	1. Weekly Chip Friday queue jump draw for 100% week 2. Postcards for outstanding attendance termly 3. 100% termly attendance badges 4. Eligible for reward events 5. Name displayed on attendance league notice board	1. First day absence text 2. Second day absence call from Head of Year 3. Return to school meeting (within 48 hours) if O or N.	1. Update Attendance League notice board with attendance overview 2. Head of Year data rich conversations with students under mentoring. 3. Pastoral Team attendance monitoring meeting	1. Principle Teacher to arrange reward event for play off winners 2. Head Teacher, Principle Teacher and year group certificate. 100% attendance & punctuality certificates/ba dges 3. Head of Year attendance monitoring	Principal Teacher for Attendance

	aamg (arogy		T T	
				1. Head of Year to	1. Acknowledge in	1. First day absence	1. Principle	
				monitor,	planners for 100%	text	Teacher to	
				celebrate	weeks	2. Second day	arrange	
				improvement in	2. Positive note in	absence call from	reward event	
				students'	the planner for	Head of Year	for play off	
				attendance or	parents	3. CP, LAC, SEN	winners	
				address students	3. Eligible for	priority phone calls	2. Head	
				whose absences	reward events	Other relevant	Teacher,	
				is at risk of	4. Name displayed	professionals	Principle	
				increasing above	on attendance	informed of absence	Teacher and	
				10 days	league notice	of "at risk" students	year group	
				2. Head of Year to	board	4. Attendance	certificate.	
				contact parents;		mentoring	100%	
				letters, phone		conversation	attendance &	
				calls for students		5. Return to school	punctuality	
Phase	5-10 days	30 - 60	Head of	whose absences		meeting (within 48	certificates/ba	
2		lessons	Year	is at risk		hours) if O or N.	dges	
				increasing above			3. Head of	
				5 days			Year	
				3. Complete/update			attendance	
				Student			monitoring	
				Attendance			4. Head of	
				Profile			Year contact	
				4. 4-week			with	
				attendance			parents/carers	
				report to Head of			for all students	
				Year			at risk of	
				5. Subject Leaders			falling below	
				or Inclusion Team			95% and link	
				parental contact;			to	
				letters and phone			underachieve	
				calls			ment	

Reading Girls' School Attendance Strategy

6. School Counsellor referral
7. Attendance workshops enrolment

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				1. Attendance	1. Acknowledge in	1. First day absence	1. Update	1. Principle	
				Officer to	planners for 100%	calls for all	Attendance	Teacher to	
				monitor,	weeks	2. Second day	League notice	arrange	
				celebrate	2. Positive note in	absence call from	board with	reward event	
				improvement in	the planner for	Attendance Officer	attendance	for play off	
				students'	parents to	3. CP, LAC, SEN	overview	winners	
				attendance or	acknowledge	priority phone calls	2. Attendance	2. Head	
				address students	improvements	Other relevant	officer data	Teacher,	
				whose absences	3. Eligible for	professionals	rich	Principle	
				is at risk of	reward events	informed of absence	conversation	Teacher and	
				increasing above	4. Name displayed	of "at risk" students.	with	year group	
				15 days	on attendance	4. Attendance	parent/carer	certificate.	
				2. Attendance	league notice	mentoring	updating	100%	
				officer to contact	board	conversation	attendance	attendance &	
		66 -		parents and		5. Mini bus home	improvements	punctuality	
Phase	11-15 days	90	Attendance	arrange formal		visit / pick up "At	or challenging	certificates/ba	
3	11 13 days	lesso	Office	meeting for		risk below 92%"	no	dges	
3		ns	Office	students whose		6. Return to school	improvement	3. Attendance	
		113		absences is at		meeting (within 48	3. Update	Officer	
				risk increasing		hours) if O or N.	Parent	attendance	
				above 11 days			contract	monitoring	
				3. Update Student			4. Pastoral	4. Attendance	
				Attendance			Team	Officer contact	
				Profile			attendance	with	
				4. 4-week			monitoring	parents/carers	
				attendance			meeting	for all students	
				report to				at risk of	
				Attendance				falling below	
				Officer				92% and link	
				5. Subject Leaders				to	
				parental contact;				underachieve	
				letters and phone				ment	
				calls					

Reading Girls' School Attendance Strategy 6. Subject round robin and inclusion referral 7. School Nurse, School Councillor referral 8. Attendance Team home visits 9. Parent contract for 3-month period 10. Mini Bus pick ups 11. Attendance Team medical evidence request

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				1. Principle Teacher	1. Acknowledge in	1. First day absence	1. Update	1. Principle		
					to monitor,	planners for 100%	calls for all	Attendance	Teacher to	
				celebrate	weeks	2. Second day	League notice	arrange		
				improvement in	2. Positive note in	absence call from	board with	reward event		
				student's	the planner for	Principle Teacher	attendance	for play off		
				attendance or	parents to	3. CP, LAC, SEN	overview	winners		
				address students	acknowledge	priority phone calls	2. Principle	2. Head		
				whose absences	improvements	Other relevant	Teacher data	Teacher,		
				are increasing	3. Eligible for	professionals	rich	Principle		
				2. Principle Teacher	reward events	informed of absence	conversation	Teacher and		
				to contact	4. Name displayed	of "at risk" students.	with	year group		
				parents and	on attendance	4. Attendance	parent/carer	certificate.		
				arrange formal	league notice	mentoring	updating	100%		
		96 -114 lessons	Principle Teacher	meeting – review	board	conversation	attendance	attendance &		
	16-19 days			contract in place		5. Mini bus home	improvements	punctuality		
				3. Update Student		visit / pick up "At	or challenging	certificates/ba		
Phase				Attendance		risk below 90%"	no	dges		
4				Profile		6. Return to school	improvement	3. Principle		
				4. Principle Teacher		meeting (within 48	3. Update	Teacher		
				and Head		hours) if O or N.	Parent	attendance		
				Teacher weekly		,	contract	monitoring		
				attendance			4. Pastoral	4. Principle		
				meeting for			Team	Teacher		
				those at risk of			attendance	contact with		
				PA			monitoring	parents/carers		
				5. Fortnightly			meeting	for all students		
				review meetings			,	at risk of		
				with Principle				falling below		
				Teacher				90% and link		
				6. 4-week				to		
				attendance				underachieve		
				report to				ment		
				Principle Teacher						
				Thirdpic reaction						

7. Subject round	Programme	
robin and	Leader	
inclusion referral	Attendance	
8. Attendance Team	monitoring	
home visits		
9. Mini Bus pick ups		
10. Safeguarding		
home visits		
where		
appropriate		
11. Managed move		

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				1. Principle Teacher	1. Acknowledge in		
				to monitor, celebrate	planners for 100%		
				improvement in	weeks		
				students' attendance	2. Positive note in		
				or address students	the planner for		
				whose attendance is	parents to		
				declining	acknowledge		
				2. Principle Teacher	improvements		
				and Head Teacher	3. Eligible for		
				weekly attendance	reward events		
				meeting for those	4. Name displayed		
				students who can get	on attendance		
	>20 days	>120 lessons	Principle Teacher and Senior Leadership	out of PA	league notice		
				3. Update Student	board		
				Attendance Profile			
Phase				4. Preparation for			
5				PAM			
				5. Fortnightly review			
				meetings with Senior			
				Leadership			
				6. 4-week			
				attendance report to			
				Senior Leadership			
				7. Attendance Team			
				home visits			
				8. Mini Bus pick ups			
				9. Safeguarding			
				home visits where			
				appropriate			
				10. Manged move			
				11. Alternative			
				provision			