

RGS Attendance Phases

ATTENDANCE PHASE 1

FOR:

0-4 days absence

STAFF RESPONSIBLE:

Tutor

ACTION:

Monitor, celebrate improvement in attendance or address students whose absences are at risk increasing above 4 days via Tutor One to One sessions.

POSSIBLE INTERVENTIONS:

- Contacting subject teacher
- Parent phone call
- Inclusion panel referral
- Raising concerns with Head of Year

ATTENDANCE PHASE 2

FOR:

5-10 days absence

STAFF RESPONSIBLE:

Head of Year

ACTION:

Monitor, celebrate improvement in attendance or address students whose absences are at risk of increasing above 10 days via student meeting.

Head of Year to contact parents; letters, phone calls for students whose absences are at risk of increasing **above 5 days.**

Update intervention tracker.

POSSIBLE INTERVENTIONS:

- 4-week attendance report to Head of Year
- Attendance workshops enrolment
- Attendance Chase
- Inclusion panel referral
- Nurse referral
- Counsellor referral
- PA Bus pick up

ATTENDANCE PHASE 3

FOR:

11-15 days absence

STAFF RESPONSIBLE:

Attendance Officer

ACTION:

Monitor, celebrate improvement in attendance or address students whose absences are at risk of increasing above 15 days via student meeting.

Attendance officer to contact parents and arrange **formal meeting** for students whose absences is at risk increasing **above 11 days**.

Update intervention tracker.

POSSIBLE INTERVENTIONS:

- Letter to parents
- 4-week attendance report to Attendance Officer
- Attendance workshops enrolment
- Attendance Chase
- Inclusion panel referral
- Nurse referral
- Counsellor referral
- Parent contract
- PA bus pick up
- Home visit

ATTENDANCE PHASE 4

FOR:

16-19 days absence

STAFF RESPONSIBLE:

Attendance Lead

ACTION:

Monitor, celebrate improvement in attendance or address students whose absences are increasing.

Attendance Lead to contact parents and arrange **formal meeting** to review interventions already in place.

Attendance Lead and **Senior Leadership** weekly **attendance meeting** for those at risk of PA (persistently absent) students.

Update intervention tracker.

POSSIBLE INTERVENTIONS:

- Monthly review meetings with Attendance Lead
- Letter to parents
- 4-week attendance report to Attendance Lead
- Attendance workshops enrolment
- Attendance Chase
- Inclusion panel referral
- Nurse referral
- Counsellor referral
- Parent contract
- PA bus pick up
- Home visit

ATTENDANCE PHASE 5

FOR:

>20 days absence

STAFF RESPONSIBLE:

Attendance Lead

and Senior Leadership

ACTION:

Monitor, celebrate improvement in attendance or address students whose attendance is declining.

Attendance Lead and **Senior Leadership** weekly **attendance meeting** for PA (persistently absent) students.

Update Intervention tracker

POSSIBLE INTERVENTIONS:

- Monthly review meetings with Attendance Lead/Senior Leadership
- Letter to parents
- 4-week attendance report to Attendance Lead/Senior Leadership
- Attendance workshops enrolment
- Attendance Chase
- Inclusion panel referral
- Nurse referral
- Counsellor referral
- Parent contract
- PA bus pick up
- Home visit
- Managed move
- Alternative provision