

## 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 (Debbie Jewell)

**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 (Matthew Fitz-Gerald)

**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 (Matthew Fitz-Gerald) 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