

Reading Girls' School Attendance Strategy

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	<ol style="list-style-type: none"> 1. 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 2. Subject teacher or Inclusion Team parental contact; letters and phone calls 3. School Nurse, School Counsellor referral 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Principle Teacher to arrange reward event for play off winners 2. Head Teacher, Principle Teacher and year group certificate. 100% attendance & punctuality certificates/badges 3. Head of Year attendance monitoring 	Principal Teacher for Attendance

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<p>Phase 2</p>	<p>5-10 days</p>	<p>30 - 60 lessons</p>	<p>Head of Year</p>	<ol style="list-style-type: none"> 1. Head of Year to monitor, celebrate improvement in students' attendance or address students whose absences is at risk of increasing above 10 days 2. Head of Year to contact parents; letters, phone calls for students whose absences is at risk increasing above 5 days 3. Complete/update Student Attendance Profile 4. 4-week attendance report to Head of Year 5. Subject Leaders or Inclusion Team parental contact; letters and phone calls 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planner for parents 3. Eligible for reward events 4. Name displayed on attendance league notice board 	<ol style="list-style-type: none"> 1. First day absence text 2. Second day absence call from Head of Year 3. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students 4. Attendance mentoring conversation 5. Return to school meeting (within 48 hours) if O or N. 		<ol style="list-style-type: none"> 1. Principle Teacher to arrange reward event for play off winners 2. Head Teacher, Principle Teacher and year group certificate. 100% attendance & punctuality certificates/badges 3. Head of Year attendance monitoring 4. Head of Year contact with parents/carers for all students at risk of falling below 95% and link to underachievement 	
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				6. School Nurse, School Counsellor referral					
				7. Attendance workshops enrolment					

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<p>Phase 3</p>	<p>11-15 days</p>	<p>66 - 90 lessons</p>	<p>Attendance Office</p>	<ol style="list-style-type: none"> 1. Attendance Officer to monitor, celebrate improvement in students' attendance or address students whose absences is at risk of increasing above 15 days 2. Attendance officer to contact parents and arrange formal meeting for students whose absences is at risk increasing above 11 days 3. Update Student Attendance Profile 4. 4-week attendance report to Attendance Officer 5. Subject Leaders parental contact; letters and phone calls 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planner for parents to acknowledge improvements 3. Eligible for reward events 4. Name displayed on attendance league notice board 	<ol style="list-style-type: none"> 1. First day absence calls for all 2. Second day absence call from Attendance Officer 3. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. 4. Attendance mentoring conversation 5. Mini bus home visit / pick up "At risk below 92%" 6. Return to school meeting (within 48 hours) if O or N. 	<ol style="list-style-type: none"> 1. Update Attendance League notice board with attendance overview 2. Attendance officer data rich conversation with parent/carer updating attendance improvements or challenging no improvement 3. Update Parent contract 4. Pastoral Team attendance monitoring meeting 	<ol style="list-style-type: none"> 1. Principle Teacher to arrange reward event for play off winners 2. Head Teacher, Principle Teacher and year group certificate. 100% attendance & punctuality certificates/badges 3. Attendance Officer attendance monitoring 4. Attendance Officer contact with parents/carers for all students at risk of falling below 92% and link to underachievement 	
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<p>Phase 4</p>	<p>16-19 days</p>	<p>96 -114 lessons</p>	<p>Principle Teacher</p>	<ol style="list-style-type: none"> 1. Principle Teacher to monitor, celebrate improvement in student's attendance or address students whose absences are increasing 2. Principle Teacher to contact parents and arrange formal meeting – review contract in place 3. Update Student Attendance Profile 4. Principle Teacher and Head Teacher weekly attendance meeting for those at risk of PA 5. Fortnightly review meetings with Principle Teacher 6. 4-week attendance report to Principle Teacher 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planner for parents to acknowledge improvements 3. Eligible for reward events 4. Name displayed on attendance league notice board 	<ol style="list-style-type: none"> 1. First day absence calls for all 2. Second day absence call from Principle Teacher 3. CP, LAC, SEN priority phone calls Other relevant professionals informed of absence of "at risk" students. 4. Attendance mentoring conversation 5. Mini bus home visit / pick up "At risk below 90%" 6. Return to school meeting (within 48 hours) if O or N. 	<ol style="list-style-type: none"> 1. Update Attendance League notice board with attendance overview 2. Principle Teacher data rich conversation with parent/carer updating attendance improvements or challenging no improvement 3. Update Parent contract 4. Pastoral Team attendance monitoring meeting 	<ol style="list-style-type: none"> 1. Principle Teacher to arrange reward event for play off winners 2. Head Teacher, Principle Teacher and year group certificate. 100% attendance & punctuality certificates/badges 3. Principle Teacher attendance monitoring 4. Principle Teacher contact with parents/carers for all students at risk of falling below 90% and link to underachievement 	
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Phase 5	>20 days	>120 lessons	Principle Teacher and Senior Leadership	<ol style="list-style-type: none"> 1. Principle Teacher to monitor, celebrate improvement in students' attendance or address students whose attendance is declining 2. Principle Teacher and Head Teacher weekly attendance meeting for those students who can get out of PA 3. Update Student Attendance Profile 4. Preparation for 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 	<ol style="list-style-type: none"> 1. Acknowledge in planners for 100% weeks 2. Positive note in the planner for parents to acknowledge improvements 3. Eligible for reward events 4. Name displayed on attendance league notice board 				
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