

September 2016

Dear Parent/ Carer

The registers indicate that your daughters attendance for last academic year was **XX%**. She was late to school on **x** occasions.

I am writing to inform you that Reading Girls' School is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers and the Local Authority Attendance Team to improve attendance and punctuality. This is because research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential. The school is committed to 'Succeeding Together' to provide the best education for all and encourages our students to strive for excellence. Therefore, for a student to reach their full academic potential, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your daughter attends the school every day and on time. We are always pleased to work together with parents and carers in resolving any difficulties but we are also committed to improving attendance.

The target attendance figure for all students is a **minimum of 97%**. Based on her attendance last year, she will be placed in **X** group.

<b>Green Group</b> 97%- 100%	<b>No risk. Best chance of academic success</b> Does your daughter attend between 97%-100% of the time? With 97% she has still missed 5 days of education across an academic year
<b>Yellow Group</b> 95%- 96.9%	<b>Risk of underachievement. Student's chance of achieving 8 GCSEs at grade A*-C is reduced</b> Does your daughter attend between 95%-96.9% of the time? 95% means she misses 10 days of education across an academic year.
<b>Amber Group</b> 93% - 94.9%	<b>Serious risk of underachievement</b> Does your daughter attend between 93%- 94.9% of the time? 93% means she misses 14 days of education across an academic year
<b>Pink Group</b> 90%-92.9%	<b>Severe risk of underachievement</b> Does your daughter attend between 90%- 92.9% of the time? 90% means she misses 19 days of education across an academic year
<b>Red Group</b> 0% - 89.9%	<b>Extreme risk of underachievement. Student only has a 20% chance of achieving 5 GCSEs at grade A*-C</b> If your daughter attends for less than 90% of the time, she is missing over half a year across the five years of her time at Reading Girls' School.

There are a number of important steps that you can take to ensure your daughter maintains a high level of attendance:

- Ensure your daughter attends every day, on time, equipped and ready to learn. Registration begins at 8.40am. Students should be in the building by 8.35am. Students arriving after 8.40am will be marked late and receive late detention at break. Please ensure that your daughter knows this.
- Students arriving after 9.10am will be marked absent and will require an explanatory note or the absence will remain unauthorised.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by telephone/text if your daughter is absent and you have not contacted the school. It is essential that you respond if you have not already contacted the school to inform us of your daughter's absence.
- If your daughter is ill, contact the school before 8.30am on the **first** day of absence and provide an explanatory note on their return to the school.
- If you wish to check that your daughter has arrived at the school, contact their Pastoral Leader. They will inform you if your daughter has been registered.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You might be asked to provide medical certificates if your daughter has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absences such as, 'buying new shoes'. This will not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Any leave of absence can only be agreed by the Headteacher in advance and only exceptional circumstances will be considered.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your daughter's Pastoral Leader if you are experiencing difficulty in getting your daughter into school.

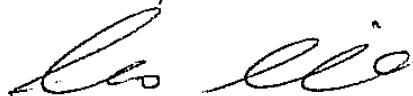
Each year, a number of students from every year group achieve 100% attendance, emphasising that it is an achievable target. At the end of this academic year students with 100% Attendance will be invited to participate in a rewards activity. Students in the 'Green Group' with 97% Attendance and above will also be entered into a prize draw.

In Year 11, students have been informed that unless their attendance is 95% or above (placing them in the yellow or green group) they might not be able to participate in the Year 11 Prom.

All students have the opportunity to build on their attendance between now and the end of this academic year and we will discuss your daughter's attendance target with her regularly.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at the school and for supporting your daughter to achieve her full academic potential.

Yours sincerely



**Leo Gilbert**  
**Headteacher**