Building a stronger community together, united by our love of God

AST Attendance Statement of Intent

All schools in the AST are committed to meeting their obligations with regards to school attendance through a whole-school culture and ethos that values good attendance, including:

- Promoting excellent attendance
- Reducing absence, including persistent and severe absence
- Promoting and supporting excellent punctuality to school and lessons
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Being clear that holidays (leave of absence) are not to be taken during term time and need prior approval by the Headteacher. A leave of absence will only be granted in exceptional circumstances. Please note that AST schools can fine (issue a penalty notice to) parents/carers for the unauthorized absence of their child from school

To promote excellent attendance AST schools, use the following strategies:

- Analysing all available attendance data e.g. DfE view your educational data service
- Rewarding pupils with good attendance levels
- Working closely with the education welfare service
- Sanctioning poor attendance e.g. issuing penalty notices
- Providing targeted support to pupils where necessary
- Making phone calls to parents of absent pupils (this will include a first day phone call home if parents have not contacted the school) If no contact or authorisation is received by the third day of absence a referral will be made to the relevant local authorities
- Home visits where appropriate and necessary
- Working with relevant outside agencies where appropriate

ALL SCHOOLS WITHIN THE AST HAVE THEIR OWN INDIVIDUAL ATTENDANCE POLICY (PLEASE CONTACT SCHOOLS DIRECTLY)