



The Athelstan Trust

Attendance Statement

Date of Review	Approved by	Date of Approval	Next Review Date	Website
January 2025	Board	30 th January 2025	January 2027	Y

1. Aims

The Athelstan Trust is committed to meeting its obligations with regards to attendance in each of its schools by:

- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full time education to which they are entitled; and
- Acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children attend school regularly and will promote and support punctuality in attending lessons.

2. Legislation and guidance

Each school within The Athelstan Trust has their own attendance policy which is displayed on their website. The attendance policy for each school is reviewed annually or as guidance from the DfE is updated. Each school within the Athelstan Trust has a strategy in place with the aim of achieving a goal of 96+% attendance for all students. The responsibilities that both parents and students have in ensuring good attendance is clearly outlined.

All policies meet the requirements of the [working together to improve school attendance document](#) from the Department for Education (DfE), and refer to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

The policies also refer to the DfE's guidance on the [school census](#).

3. Roles and responsibilities

The Governing board of each school is responsible for monitoring attendance figures for their school on at least a termly basis. The governing board also hold the headteacher to account for the implementation of the school's attendance policy.

Each school will keep an attendance register and place all pupils onto this register. Chapter 8 of the DfE '[Working together to improve school attendance](#)' document sets out the codes each school within the Trust



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uses when recording attendance. Each school's attendance policy sets out their procedures in relation to attendance, punctuality, authorised and unauthorised absence.

4. Links with other policies

This policy links to the following policies:

Behaviour policy
Child Protection and Safeguarding Policy
Designated Teacher Policy LAC
Attendance Policy for each school