



# The Athelstan Trust

## Attendance Statement

Date of Review	Approved by	Date of Approval	Next Review Date	Website
July 2022	Board	14 July 2022	July 2023	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 100% 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 [school attendance guidance](#) 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](#), which explains the persistent absence threshold.

### 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.



# The Athelstan Trust

## Attendance Statement

Each school will keep an attendance register and place all pupils onto this register. Appendix 1 sets out the codes each school within the Trust 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

#### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		



# The Athelstan Trust

## Attendance Statement

<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend



# The Athelstan Trust

## Attendance Statement

<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day