



Diocese of Ely

**Agapé
Courage
Thankfulness**

Trust Policy Statement on Attendance

1. Introduction

The ACT Multi Academy Trust recognises its responsibility for promoting good attendance. Each school/academy within the ACT Trust adopts the Model ACT Attendance Policy. This statement gives an overview of what is covered in the Model Acer Trust Attendance Policy.

2. Overview

The ACT Trust believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:
 - The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable
 - to age, ability and aptitude, and
 - to any special educational needs, he/she may have
 - either by regular attendance at school or otherwise
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
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3. Individual School/Academy Policies

It is a requirement that all schools in the Acer Trust complete and adopt the Model ACT Trust Attendance Policy. The policy will be reviewed every two years.

3.1. Legal Framework

The Model Attendance Policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children and Young Persons Act 1963
- DfE (2025) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Working Together to Improve School Attendance'

The Model Attendance Policy will be implemented in conjunction with the Behaviour Policy, the Complaints Procedure and the Child Protection and Safeguarding Policy.

3.2. Roles and Responsibilities

The Roles and Responsibilities set out in the Model ACT Attendance Policy are:

The Trust Board has overall responsibility for:

- Ensuring that policies, as written, do not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Ensuring there is a Children Missing Education procedure in place and that this is regularly reviewed.

The CEO has responsibility for:

- Ensuring the implementation of the policy and procedures
- Monitoring attendance and ensuring high and/or increasing levels of attendance are maintained
- Handling complaints regarding the policy as outlined in the school's Complaints Policy
- Having regard to 'Keeping Children Safe in Education') when making arrangements to safeguard and promote the welfare of children.

The Governors have responsibility for:

- Overall responsibility at Governors' level for implementation and monitoring of policy.
- Review attendance at Governing Body meetings
- Challenge and support attendance procedures and data with school attendance leads.
- As required support attendance panels.

The Headteacher is responsible for:

- Implementation and management of the school's Attendance Policy
- Reviewing and updating the policy bi-annually to ensure it reflects local school procedures and is in line with the model policy.
- Monitoring attendance and action planning to promote and improve attendance and punctuality
- Keeping parents informed of their child's attendance and any changes to attendance policy and procedure.
- Ensuring that they keep abreast of changes in legislation and undertake CPD to ensure best practice.

Staff are responsible for:

- Following the policy and ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.
- Monitoring attendance and promptly discussing any concerns over attendance with parents and students.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

Parents are responsible for:

- Ensuring that their children attend and stay at school.
- Ensuring that their children arrive at school on time, appropriately dressed and ready to learn.
- Instilling in their children an appreciation of the importance of attending school regularly.
- Ensuring that they are aware of the attendance policy of their children's school.
- Impressing upon their children the need to observe the school's code of conduct.
- Working in partnership with their children's school to resolve issues which may lead to non-attendance.
- Notifying the school if their child is absent. This should be done on the first day of absence and every subsequent day. They should also provide an explanation for the absence. This explanation should be confirmed when the child returns to school.
- Avoiding arranging medical/dental appointments during school hours.
- Avoiding booking holidays during term time.
- Contacting the school following procedures detailed below prior to any known, unavoidable term-time absence.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Pupils are responsible for:

- Attending school, on time, prepared and ready to learn.
- Attending all expected lessons
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4. Contacts

Please refer to school policies which state who and how to contact key individuals in the schools concerning safeguarding and child protection matters. Should you wish to contact the Trust directly about an attendance matter please contact the Trust Administrator/Office in the first instance.

Next Review Date	December 2027	Version	1	Approval Date	01/12/25
Review Cycle	2 years	Owner	CEO	Approval Body	Trust Board