

# **Absence Policy**

## **Purpose**

This policy sets out clear procedures for reporting, recording, and managing student absences to maintain high standards of attendance and safeguarding.

## **Reporting Absences**

- Parents or carers must notify the dance school at least 2 hours before the scheduled class if their child will be absent.
- Notification can be made by phone, text, or email.
- For planned absences, including holidays or medical appointments, parents must provide at least 7 days' notice where possible.
- If a student becomes ill during class, the parent or emergency contact will be called to collect them promptly.

## **Persistent Absence**

- Where a student misses 3 consecutive classes without explanation, the school will contact the parent or carer.
- Repeated unexplained absences may result in the student being withdrawn from classes.
- Any concerns about potential safeguarding issues arising from absence will be escalated to the Designated Safeguarding Lead (DSL).

## **Refunds and Fees**

- Refunds or credits will not be provided for non-attendance, except in exceptional circumstances (e.g., prolonged illness or injury).
- Requests for fee adjustments must be made in writing to the Principal.
- Any credits issued will be at the discretion of management.

## **Recording Attendance**

- Registers will be taken at the start of each class.
- Absences will be recorded accurately.
- Records will be retained for a minimum of 3 years.

## **Safeguarding Considerations**

- Unexplained or repeated absences, particularly from vulnerable children, will be treated as a potential safeguarding concern.
- The DSL will assess whether further action or referral to local safeguarding authorities is required.
- All information will be kept confidential in line with the **Data Protection Act 2018** and **UK GDPR**.

## **Communication with Parents and Carers**

- Parents and carers will be reminded of attendance expectations annually.
- Clear contact information must be provided and kept up to date.

## **Review**

This policy will be reviewed annually or in response to changes in legislation or operational needs.

**Date of Issue:** January 2026

**Date of Next Review:** January 2027