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- Repeated unexplained absences may result in the student being withdrawn from classes.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 via Class Manager
- Absences will be recorded accurately.

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: June 2026
Date of Next Review: June 2027