

Attendance Policy

Policy Details	
Date Review	January 2025
Date of next review	January 2026

At YBS, we recognise that good attendance is essential for raising student attainment and ensuring that each student has the best educational experience possible. All YBS students are expected to maintain 95% attendance. Regular and punctual attendance is critical to gain the greatest benefits from their education.

Definitions

Authorised absence

- An absence is classified as authorised when a student has been away from the setting for a legitimate reason and the setting has received notification from a parent or carer. For example, if a student has been unwell and the parent contacts the school to explain the absence.
- Only the setting can classify an absence as authorised. Parents do not have the authority to make this decision. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a student is away from the setting without the permission of the school.
- Therefore, the absence is unauthorised if the student is away from the setting without a valid reason, even with the support of a parent.

Impact of Absence

Any absence affects the pattern of a student's schooling. Regular absence can significantly affect their learning and disrupt teaching routines, potentially affecting the learning of others in the same group. Ensuring that students attend regularly is a parental responsibility. Permitting absence from the setting without a valid reason is an offence and could lead to prosecution.

YBS will monitor attendance closely and follow up on any patterns of absence. We will work with parents and carers to improve attendance and seek creative solutions for any attendance issues, recognising individual or group needs.

School Attendance and the Law

Y.O.U.R Beauty School CIC: Registered Office, 28 Sangley Road, Catford, London SE6 2JH
Registered in England and Wales: No 11310920

There is no longer any entitlement by law for students to take time off during term time for holidays.

The **Education (Pupil Registration) (England) Regulations 2006** were amended in **September 2013**, and references to family holidays and extended leave have been removed. These amendments specify that headteachers may not grant leave of absence during term time unless there are "exceptional circumstances." They no longer have the discretion to authorise up to ten days of absence per academic year.

It is YBS's policy that leave of absence will not be granted during term time unless there are reasons considered "exceptional" by the Head of School. Only the Head of School or the referring local authority may authorise such a request. All applications for leave must be made in writing (via email or post).

Absence Procedures

If a student is absent, parents/carers must:

- Contact the setting on the first day of absence before 10:00 am or visit the office in person.
- Contact the setting on every further day of absence before 10:00 am.
- Ensure that the student returns to the setting as soon as possible.

If a student is absent, YBS will:

- Telephone or text the parent/carer on the first day of absence if we have not received any notification. If we have not heard from you by 10:15 am, we will begin contacting all the contact numbers provided to gain an explanation for the absence.
- Notify the student's referral contact.
- Write to the parent/carer if the student's attendance falls below 95%.
- Invite the parent/carer to a meeting with the Head of School if absences persist.
- Refer the matter to the local authority to request a formal School Attendance Meeting if attendance continues to deteriorate despite previous actions.

Monitoring Attendance

The office staff are responsible for accurately recording all attendance data. Regular meetings are held with the Head of School to review attendance concerns. After these meetings, appropriate actions are taken, such as sending letters to parents or arranging meetings to address attendance issues.