



**LONDON VOCATIONAL**  
BALLET SCHOOL

## **Attendance, Missing & Absent from Education Policy**

## **Statement of Intent**

One of our basic principles at London Vocational Ballet School is to celebrate success. We pride ourselves on the excellent attendance of our students. Good attendance is fundamental to a successful and fulfilling school experience. The school actively promotes 100% attendance for all students and in line with changes to KCSIE we acknowledge that 'working together to safeguard attendance' 'is now a 'statutory' guidance. School staff are committed to working closely with parents who equally have a legal duty to make sure their children attend regularly, to ensure as high a level of attendance as possible, to this end, it is desirable that parents/carers should be the first line of contact whenever a child is absent from school. It is the parents/carers responsibility to contact the school on the first and subsequent days that the child is absent.

This policy is written with the support of the following policies:

**Working Together to Improve Attendance September 2022.** Changes have already been noted for the new implementation of Working together to improve attendance which comes into effect in August 2024.

**Keeping Children Safe in Education 2025**

**Working together to safeguard children 2023**

**Children Missing Education 2023**

**Section 7 Education Act 1996** outlines the duty of parents to secure education for children of compulsory school age. This doesn't mean the child must attend school – home education can be a valid option to fulfill this requirement.

If parents choose to have their child registered in school, they have an additional legal duty to ensure their child attends regularly. This means the child must attend every school day, except in a few allowed circumstances, such as illness or if the school allows permission for an absence in advance.

### **Children missing Education.**

Parents/Carers should inform the school if their child is no longer planning to attend and provide the school with the new contact details and intended new school details when known. Where a child is missing from education, Local Authority

guidance will be followed, by the school completing a Child Missing in Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has been unable to locate him/her.
- The family has notified the school that they are leaving the area, but no student file has been requested by another school. Where a student is not where they are expected to be, the school will take prompt action to ensure their safety, or to contact parents, carers, or other agencies if necessary.

## **The School**

We have clear and robust strategies in place to manage and promote regular attendance and will:

- Keep a daily register of attendance.
- Notify parents when we are worried about their child's attendance.
  - Understand the changes to KCSIE 2025 'deliberately missing in education' is now replaced with 'unexplained and / or persistent absence from education'.

\* Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989 and KCSIE 2024.

- Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2025

## **Alternative provision including virtual head procedure as stated in the school's Child Protection and Safeguarding Policy**

'LVBS is committed to safeguarding our children, including if they are placed in alternative provision (inline with KCSIE 25) for a period of time within the school day/week. We therefore seek written reassurance that any Alternative Provision provider has acceptable safeguarding practices in place including; their response to concerns about a child; safer recruitment processes; attendance and child missing education procedures; and appropriate information sharing procedures. The school will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff. Once this information has been sent to the school the DSL will contact the provider to make sure verbal communication has been established. Communication between the schools will continue each day that the student is in alternative provision. The Virtual Head at LVBS is Kate Blakeburn and she along with the DSL, Kerry Williams will log communication on the school's safeguarding system so records are kept n file.'

## **The Parents**

In order to manage and promote the regular attendance of their child parents will work in partnership to:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance
- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
  - Establish effective communication with the school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact School on the 1st day of absence informing the reason for absence and when the child is expected to return.
- To provide the school with daily morning updates if their child has a prolonged absence from school.
- Provide the School with any medical appointment cards and where possible make appointments out of school hours. If this is not possible parents should ensure that children attend prior to or following their appointment.
- Attend any meetings called by School and partner agencies to discuss attendance

## **Important documents**

Before students join, we ask that the following forms are completed:

- Registration form
- Emergency contact form: This advises the school of at least three emergency contact details for each child and the mobile phone of the child if they have one. The forms also inform the school of the different routes the child may take to and from school. For children under the age of 14 parents are asked who will be responsible for collecting their child and no other person will be allowed to do so without the agreement of the parent.
- Travel form

## **Attendance - international students**

Ensuring the safety and well-being of international students is of utmost importance, particularly in line with Home Office requirements. LVBS has a robust safeguarding procedure to protect students from harm, exploitation, and neglect.

When a student is offered a place at LVBS we will ask parents / carers to confirm their status along with their child's. Appropriate Visa checks will be required. These checks will be completed every three months (each term) to keep check of any dates that may be nearing expiry. LVBS has a visa document checker that can be accessed and updated by the SMT.

Monitoring attendance closely is a vital part of not only safeguarding but commitment to the course. The school uses Class Charts to monitor all of its students' attendance patterns. If a student's attendance is cause for concern then the school will contact the parent / carer and in the case of an immediate concern the child's Homestay will be contacted.

### **UKVI Compliance and Student Sponsorship Monitoring**

In preparation for our status as a licensed Student Sponsor, the London Vocational Ballet School has established robust monitoring procedures to meet Home Office requirements. The School will track all "expected contacts"—including vocational dance sessions, academic classes, tutorials, and pastoral meetings—to ensure consistent student engagement. As per UKVI guidance for non-Higher Education Providers, the School commits to reporting any sponsored student who misses **10 consecutive expected contacts** without prior authorised leave. In such instances, the School will withdraw sponsorship and notify UK Visas and Immigration (UKVI) via the Sponsor Management System (SMS) immediately upon the tenth missed contact or at the point the student is deemed to have ceased academic engagement.

### **Before registration**

If a student is going to be absent from school, it is essential that the parents/carer:

- contacts the school before 8.30 am to advise the school of the absence
- Parents/carers must continue to contact the school every morning that their child is away from school confirming their absence.
- If in the event a student does not arrive by the start of classes (8.45am) and the school has not been notified of an absence the school will contact the parent/carer to establish where the student is.
- If it has been established the student should be at school. The school will attempt to contact the student and check with public transport to establish if there are any delays on their travel route.

- The school will keep in close contact with the parents/carers.

### **After Registration**

- If the school has not been able to directly communicate with anyone on the emergency contact form and an hour has passed, the school will contact the Police on 101 to report the child missing and share any information with them necessary to keep the child safe.
  - If the student has not been contacted after 15 minutes and if after another 45 minutes no contact has been made with the student, then the school will contact the Police on 101.
- The safeguarding lead/deputy safeguarding lead/designated member of staff will continue to try and contact those on the emergency list and will follow the advice of the Police and the local safeguarding board as to its next step.
- The school will keep two or if possible three contact numbers for each student.

### **Lateness**

There are times due to travel or other circumstances where lateness is unavoidable. Students who are late on a regular basis not only miss essential learning time but can arrive worried which then has a knock-on effect on their own mental health. The school will never 'tell a student off' for being late as we appreciate that sometimes this is unavoidable, we will however for 'on going' lateness, the school needs to discuss the reasons behind this with the parent / carer to see how best the school can support them.

### **Holidays**

Term dates are published well in advance. Parents must arrange family holidays and other appointments outside of these times. The school is happy to excuse students for reasons of special religious observance or medical reasons. All other absences will only be permitted in exceptional circumstances and must be made in writing to the Directors. Without agreement from the Directors students will be marked absent from education and this will affect their attendance record.

Approval body: LVBS Trustees  
Revised date: September 2025  
Review Schedule: 1 year  
Next review date: September 2026