



Attendance and Missing Persons Policy

Last approved: 15th December 2025

Approved by: Quality Committee

Next review due: September 2026

Safeguarding

BN1 Arts supports government expectations that learning providers should support pupils to be resilient and mentally healthy. BN1 Arts is committed to providing a safe environment that fosters trust and to create a culture that supports mental health.

Purpose

BN1 Arts is committed to supporting student success through consistent attendance and engagement. This policy outlines expectations, monitoring processes, and procedures for authorised, unauthorised absences and the procedure for a missing student.

Scope

This policy applies to all students enrolled at BN1 Arts. Parents and guardians of students under 18 will be informed and involved in attendance processes.

Policy Statement

Good attendance is directly linked to student achievement and progression. Attendance will be monitored for every timetabled session. Failure to attend without authorisation will negatively affect overall attendance records.

Attendance Monitoring Process

First Session Absence: If a student is absent from their first timetabled session without prior contact, a text message will be sent requesting contact with the Student Support Team. For under-18s, this message will also be sent to parents/guardians.

Further Absences: If the student misses' additional sessions or fails to respond, an email will be sent requesting contact with the Student Support Team. Parents/guardians of under-18s will also be notified.

Unauthorised Absence: If no valid reason is provided, the absence will be marked unauthorised.

Attendance Below 85%

If weekly attendance falls below 85%, the following staged process will apply:

1. **Week 1 – Email Notification:** Student receives an email detailing attendance percentage. Immediate contact with Student Support is expected to discuss reasons and support needs.

2. Week 2 – Tutorial with Student Support Officer: A compulsory tutorial will be scheduled to address issues and provide support.
3. Week 3 – Tutorial with Support Officer & Programme Leader: A compulsory tutorial will be held with both staff members to explore solutions and support options, including a student learning plan.
4. Final Stage – Tutorial with College Principal: If attendance does not improve, a compulsory meeting with the Principal will determine whether the student should continue their course.

Parents/guardians of under-18s will be informed and involved throughout.

Absence Authorisation

Absences may be authorised under the following circumstances:

Illness: Students must notify Student Support before 9am each day of illness. For absences of 5+ consecutive days, a doctor's note is required. Parents/guardians of under-18s may be contacted.

Medical Appointments: Appointments should be scheduled outside college hours. Emergency appointments require evidence (e.g., practitioner note, text/email confirmation).

Travel Delays/Cancellations: Planned disruptions must be reported in advance. Authorisation will be considered case by case.

Interviews and Auditions: Authorised upon provision of proof (e.g., email/text confirmation).

External Rehearsals and Shows: Rehearsals should be outside college hours. Shows may be authorised case by case with at least 2 weeks before via the college 'Permission to Perform' document.

Reporting Absence

Students must report absences via email to: studentsupport@bn1arts.co.uk

Missing Persons

BN1 Arts is committed to the safety and well-being of all students. In the event a student is reported missing, the following procedures will be followed:

- Immediate notification to the Student Support Team and College Principal.
- Contact with parents/guardians for students under 18.
- Collaboration with local authorities to locate the student.
- Regular updates provided to relevant staff and family.

Review and Support

This policy is designed to ensure students receive appropriate support to overcome barriers to attendance and engagement, enabling them to achieve their highest potential and enjoy the best possible experience at BN1 Arts.