



Attendance Management Policy

1. Purpose

The purpose of this Attendance Management Policy is to establish clear guidelines and procedures for recording and managing the attendance of staff and students at Global Make-Up Hair & Productions Academy. This policy ensures that attendance is accurately recorded, absences are monitored, and relevant attendance information is communicated to relevant people/s. Additionally, it promotes the effective monitoring of attendance to enhance student and staff well-being and academic or professional success.

2. Scope

This policy applies to all staff and students of Global Make-Up, Hair & Productions Academy. It covers both regular attendance and absences and includes provisions for the communication of attendance data to third-party providers and the generation of progress reviews.

3. Recording Attendance

3.1 Staff Attendance

- Staff are required to record their attendance using the designated attendance management system, which may include electronic systems or paper-based sign-in sheets.
- Attendance should be recorded daily at the beginning of the workday, or at designated times for shift-based staff.
- All staff members are expected to be punctual and maintain a high standard of attendance. Any deviations from the standard schedule should be communicated in advance to the appropriate supervisor.

3.2 Student Attendance

- Student attendance will be recorded by Leila, Quality & Compliance Manager or designated personnel using a centralised attendance management system.
- Staff members must take attendance for each class session, or other scheduled activities.
- Students are responsible for attending all scheduled classes, and academic activities.

4. Absence Reporting

4.1 Staff Absences

- Staff members are required to report absences, including planned leaves and unplanned sick leave, to their immediate supervisors as soon as possible.
- In the case of unplanned absences, staff must notify their supervisor before 8am.
- Staff members may be required to provide relevant documentation for sick leave or other extended absences.

4.2 Student Absences

- Students/parents/guardians are responsible for notifying staff in advance if they are unable to attend classes or participate in activities due to illness or other legitimate reasons.
- In case of extended absences, students may be required to provide appropriate documentation, such as medical certificates or official documentation for absences due to emergencies.

5. Communication to Providers

- Attendance data for students, including absences, will be sent to third-party providers, daily or weekly as agreed, to ensure accurate tracking of student attendance.

6. Progress Reviews

- Progress reviews will be conducted on a termly basis, considering student attendance.
- These reviews will provide a comprehensive overview of attendance, areas of improvement, and recognition of exemplary attendance records.

7. Enforcement and Accountability

- Non-compliance with this Attendance Management Policy may result in appropriate disciplinary actions, including verbal warnings, written warnings, and, in extreme cases, termination for staff members.
- For students, non-compliance may result in academic consequences such as sanctions, suspension, or expulsion, depending on policies.

8. Review and Amendments

This Attendance Management Policy will be periodically reviewed and updated as necessary to ensure it remains relevant and effective. Staff and students will be informed of any revisions in a timely manner.

9. Contact Information

For questions, concerns, or assistance related to attendance, staff and students may contact:

Leila Magee - Attendance Coordinator

Victoria Farrelly - CEO of Global

0161 726 5726 Option 2 or attendance@globalmakeupacademy.co.uk

Reviewed by	Victoria Farrelly
Reviewed	Annually
Last Review	24/10/2024
Review Date	30/08/2025

Reviewed: Signed: V Farrelly..... **Date:** 24/10/24

Victoria Farrelly

Chief Executive

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