

Attendance Policy for Individuals

Seven Springs Education



**Seven Springs
Education**

Approved by:	Willow Hewitt	Date: 14/09/23
Last reviewed on:	14/09/23	
Next review due by:	14/09/24	

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Recording attendance	3
4. Cancellations and Rescheduling	4
5. Strategies for promoting attendance	5
6. Attendance monitoring	5
7. Monitoring arrangements	5
8. Links with other policies	5

1. Aims

We are committed to supporting parents/carers with meeting their obligations with regards to their child's attendance by:

- Promoting punctuality and good attendance as well as reducing absence, including persistent absence
- Acting early to address patterns of absence

2. Roles and responsibilities

2.1 The Senior Leadership Team

The senior leadership team is responsible for monitoring attendance figures for the whole organisation on at least a termly basis.

The Senior Leadership Team is responsible for:

- The implementation of this policy at the organisation
- Supporting staff with monitoring the attendance of individual students
- Reporting concerns about attendance to parents/carers
- Working with the Designated Safeguarding Lead (DSL) in monitoring repeated absences that may require escalation

2.2 Tutors

Tutors are responsible for:

- Recording attendance for every lesson
- Longer term monitoring of attendance in their classes, and the attendance of individual students
- Reporting concerns about attendance to the DSL e.g. unexplained absences, repeated absences, persistent lateness

3. Recording attendance

3.1 Attendance register

All students will be placed onto an attendance register in our system.

We will take attendance each lesson and mark whether a student is:

- Present
- Present (Late)
- Absent
- Unable to join due to technical issues

We will provide parents/guardians with auto-generated summarised attendance records in invoices.

We will keep every entry on the attendance register for 3 years from the date on which the entry was made.

4. Cancellations and Rescheduling

For more specific information on this topic, parents/carers should consult their contract with Seven Springs Education.

4.1 Lesson Cancellations and Absences for 1-to-1 Tuition

The child's parent/carer must notify Seven Springs Education of any lesson cancellations and absences at least 48 hours before the lesson start time or as soon as practically possible.

If notice is given more than 48 hours before the lesson start time, Seven Springs Education will not charge for the lesson.

However, if less than 48 hours' notice is given, then Seven Springs Education will invoice for the lesson at the full rate.

We encourage parents/carers to check that their child is available for the full duration of classes booked.

Parents/carers should also apply for other types of absence as far in advance as possible of the requested absence.

If a student is absent from a class with no explanation or prior notice, Seven Springs Education will treat this class as a class cancelled with less than 48 hours' notice, and will charge for the lesson at the full rate.

Seven Springs Education does not permit partial refunds to be given for incomplete classes, such as if a student has to leave a booked class early.

4.2 Rescheduling 1-to-1 Tuition

Seven Springs Education allows for lessons to be rescheduled at no extra charge as long as more than 48 hours of notice is given before the lesson start time. If less than 48 hours of notice is given and the student does not attend the class, then Seven Springs Education will treat this as an absence with less than 48 hours' notice and will charge for the lesson at the full rate.

4.3 Lesson Cancellations and Absences for Regular Small Group Tuition

The child's parent/carer must notify Seven Springs Education of any lesson cancellations and absences at least 48 hours before the start of the first lesson in the regular lesson schedule start time.

If notice is given more than 48 hours before the lesson start time, Seven Springs Education will not charge for the regular course.

However, if less than 48 hours' notice is given, then Seven Springs Education will invoice for the whole regular course at the full rate.

We encourage parents/carers to check that their child is available for the full duration of the course booked.

Parents/carers should also apply for other types of absence as far in advance as possible of the requested absence.

If a student is absent from a class with no explanation or prior notice, Seven Springs Education will treat this class as a class cancelled with less than 48 hours' notice, and will charge for the lessons at the full rate.

Seven Springs Education does not permit partial refunds to be given for incomplete classes or courses, such as if a student has to leave a booked class early or has to miss a lesson one week.

4.4 Rescheduling Regular Small Group Tuition

Seven Springs Education allows for regular courses to be rescheduled at no extra charge as long as more than 48 hours of notice is given before the start of the first lesson in the course. If less than 48 hours of notice is given and the student does not attend the class, then Seven Springs Education will treat this as an absence with less than 48 hours' notice and will charge for the whole course at the full rate.

4.5 Lateness and punctuality

Students are expected to join the class up to 5 minutes before the lesson start time.

Students who are late by 15% of the lesson time or more will be marked as 'Present (late)' in the system.

Parents/carers may receive reports of repeated lateness from Seven Springs Education where there is a concern.

4.6 Following up absence

Where any child we expect to attend a lesson does not attend, or stops attending, the organisation will:

- Endeavour to inform the child's parent/carer of concerning and/or recurrent absences.
- Ensure proper safeguarding action is taken where necessary.

5. Strategies for promoting attendance

To promote attendance, we will provide:

- Online confirmation of class bookings, with dates and times for lessons.
- An online timetable accessible to parents/carers and students with dates and times of booked classes.
- Follow-up if frequent absences occur.

6. Attendance monitoring

We monitor students' attendance and absences on a weekly basis.

7. Monitoring arrangements

This policy is reviewed and approved annually by the Senior Leadership Team.

8. Links with other policies

This policy links to the following policies:

- [Child protection and safeguarding policy](#)
- [Behaviour policy](#)
- [Records Management, Retention and Disposal Policy](#)

These can be viewed on our website.