



**PASSION EDUCATION LTD**

**Policy Name:** Attendance and Punctuality for Live Sessions

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# Attendance and Punctuality for Live Sessions

## 1. Introduction

Passion Education Ltd provides an intensive academic environment where time is treated as a finite and valuable resource. To secure a child's **academic trajectory**, consistent attendance and precise punctuality are mandatory. This policy ensures that the **Surgical Writing Labs** and live sessions begin without delay to maximise the **high seniority** contact time for every student.

## 2. Punctuality Requirements

- **Arrival Time:** Students must log in to the secure digital classroom at least three minutes before the scheduled start time.
- **Surgical Commencement:** Lessons begin exactly at the hour. Late arrival disrupts the **forensic audit** of work and unfairly penalises the other members of the **8 Max** group.
- **Technical Readiness:** It is the responsibility of the student to ensure their hardware, software, and internet connection are operational before the session begins.

## 3. Attendance Standards

- **Mandatory Presence:** 100% attendance is expected across all **iGCSE bundles** and **11 plus** courses.
- **Impact of Absence:** Missing a live session prevents the staff from performing real time surgery on the student's prose and creates a gap in their **academic trajectory**.
- **Recorded Catch Up:** In the event of an unavoidable absence, students must view the recording of the live session and complete any associated tasks to maintain their standing within the **APEX Framework**.

## 4. Notification of Absence

- **Planned Absences:** Parents must notify the **CEO** or the administration at least 48 hours in advance of any known absence such as medical appointments.
- **Unplanned Absences:** In cases of sudden illness, notification should be provided as soon as possible via the official communication portal.

## 5. Excessive Absence and Late Arrival

- **Review Process:** Students whose attendance falls below 90% or who are consistently late will be subject to a **Seniority Review** with the **CEO**.
- **Academic Probation:** Persistent attendance issues may lead to a student being placed on academic probation to protect the progress of the wider group.
- **Termination of Enrolment:** As stated in our **Fees, Refunding, and Financial Terms**, consistent failure to attend live sessions may result in withdrawal from the programme without refund.

## **6. Institutional Responsibility**

The Academy commits to starting and ending sessions on time. Should a **high seniority** staff member be delayed due to unforeseen circumstances, the lost time will be recuperated in a subsequent session to ensure the full value of the tuition is delivered.