



RD Homeschool LTD Online Tuition Attendance and Punctuality Policy 2025 - 2026

At RD Homeschool LTD, we believe that consistent attendance and punctuality are crucial for effective learning and academic success. To ensure that all students benefit fully from our online tuition services, we have established the following attendance and punctuality policy.

1. Attendance

- **Regular Attendance:** Students are expected to attend all scheduled online tuition sessions. Regular attendance is essential for continuous progress and achieving learning objectives.
- **Absence Notification:** If a student is unable to attend a session, the student or parent/guardian must notify the tutor at least 24 hours in advance.
- **Unplanned Absences:** In case of sudden illness or emergency, please inform the tutor as soon as possible. These absences will be reviewed on a case-by-case basis.

2. Punctuality

- **On-Time Arrival:** Students are expected to log in to their online sessions promptly at the scheduled start time. Punctuality ensures that sessions can begin and end on time, providing maximum benefit from the allotted time.
- **Late Arrival:** If a student arrives late to a session, the session will still end at the scheduled time. Repeated lateness may result in a discussion with the student and parent/guardian to address and rectify the issue.
- **Early Departure:** If a student needs to leave a session early, prior notification is required. The session will still be considered completed at the scheduled end time.

3. Attendance Monitoring

- **Session Records:** Tutors will maintain records of attendance and punctuality for each student. These records help track progress and identify any issues that need to be addressed.
- **Parental Involvement:** Parents/guardians will be informed of any attendance or punctuality issues that arise. Collaboration between tutors and parents/guardians is essential for supporting the student's success.
- If a student is not in a lesson at the required time a message will be sent to the parent's contact telephone number for immediate follow up.
- The termly report will contain an overall comment referencing student attendance.

4. Consequences of Poor Attendance and Punctuality

- **Discussion and Plan:** If a student's attendance or punctuality becomes a concern, the tutor will arrange a meeting with the student and parent/guardian to discuss the issue and develop a plan for improvement.
- **Impact on Learning:** Consistent poor attendance or chronic lateness may affect the student's progress and overall performance. It is important to address and resolve these issues promptly to ensure the student's success.



5. Commitment to Improvement

- Supportive Environment: RD Homeschool LTD is committed to creating a supportive and encouraging learning environment. We understand that occasional issues may arise and are here to work with students and families to find solutions.
- Open Communication: We encourage open communication between students, parents/guardians, and tutors. If there are any concerns or difficulties related to attendance or punctuality, please feel free to discuss them with us.

Thank you for your cooperation and commitment to maintaining high standards of attendance and punctuality. If you have any questions or need further clarification, please do not hesitate to contact us at attendance@rdhomeschool.com