



The Julian Teaching School Hub Attendance Policy

This Attendance Policy is intended to be applied in conjunction with our Lead Providers' Attendance Policies, which can be found either on their websites, or in the agreement participants have signed.

1. Attendance at live events, whether online or face to face, is mandatory for all ECT Programme and NPQ sessions. For NPQs, a 90% attendance rate is required in order to be entered into the final assessment.
2. Your school, in registering you for the programme or agreeing to your participation, has committed to facilitating your attendance at all live sessions. Therefore, attendance should be prioritised over other school events and activities, such as staff meetings. The Julian Teaching School Hub may contact your school to clarify this in the event of non-attendance at a live session.
3. We recognise there are some instances where participants will be prevented by circumstance from attending a live session. Such instances may include but are not limited to: a safeguarding issue; accident or emergency in school; sudden illness or hospitalisation; bereavement; sudden illness of a family member; other extenuating circumstances in school; or any force majeure event. If any of these occur, you should contact the Julian Teaching School Hub as soon as reasonably practicable in order to arrange to catch up on the session content.
4. In the event of an unavoidable absence known in advance (e.g. school trip; pre-arranged appointment that cannot be changed) you should give the Julian Teaching School Hub as much advance notice as possible.
5. We recognise that unforeseen situations may cause a participant to arrive late to an event or require them to leave early. This could be travel disruptions, family, personal or school emergencies. We would not seek to penalise a participant's attendance if the delay resulted from circumstances beyond their control. However, we expect participants take reasonable steps to plan their travel, taking account of the start and end times of sessions.
6. More than 25% of a session missed will count as an absence and catch-up materials will need to be completed. Please discuss with us if you know in advance that you will miss more than 25% of a session.
7. Charges relating to non-attendance or catch-up: The Julian Teaching School Hub incurs costs for face-to-face events in the form of room hire and refreshments provided; these are subject to cancellation charges and the Hub cannot recoup costs for non-attendance at events. Arranging attendance at alternative events (where possible) and assigning catch up materials also incurs administrative costs. We reserve the right to pass these costs on to the participant, their school or trust.