



## **BEHAVIOUR & ATTENDANCE POLICY**

**Person responsible for this Policy: Karen Abbott  
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## **BEHAVIOUR POLICY**

### **Aims**

We aim to foster a positive approach to the management of behaviour. We recognise that students learn most effectively when they are well motivated and praised for their achievements.

We attempt to deal with any behavioural matters that arise with concern, care and respect.

This Policy is published on our website and is reviewed annually.

We try to

- create a harmonious and effective working environment for tutors and students.
- set the boundaries of acceptable behaviour.
- provide orderly conditions in which students can learn to give their best.
- ensure the safety of students, tutors and office staff.

### **Tutor and Staff Responsibilities**

In order to achieve our aims for good behaviour and discipline at Harrison Allen the tutors and staff

- keep rules to a minimum and ensure they are relevant.
- recognise the importance of maintaining good relations between tutors and students and a creative approach to teaching
- be alert to possible bullying (including cyber-bullying and peer on peer bullying), sexist behaviour and racial harassment.
- ensure that good behaviour/work is celebrated and a balance is maintained between positive and negative behaviour management.
- encourage a positive reinforcement of good behaviour

## **Students' Responsibilities**

We expect our students to:

- accept responsibility for their actions and behaviour.
- have care, consideration and respect for other children, adults and property. be co-operative and sharing.
- be independent.
- behave appropriately in different social contexts.
- value their own achievements.

## **Informing**

In accordance with our Safeguarding and Child Protection Policy, all incidents of concern need to be discussed with the Designated Safeguarding Lead or her deputy.

It is very rare that our students are badly behaved but in the event of any behavioural incident, Harrison Allen would inform the respective department in the authority which was responsible for referring the student to us originally either in writing (email) or by telephone. Harrison Allen would take advice from the authority as to a course of action. In the event of bad behaviour by a private student, the parents would be informed.

Where there is a persistent behaviour problem with a child there will be a dialogue between Harrison Allen and the relevant local authority department.

## **Monitoring Poor Behaviour**

Where a child has significant behavioural problems, it is important to keep a record of the nature and frequency of the incidents in order that they the information may be shared with the Local Authority and/or if relevant the parent/carer.

## **Special Educational Needs**

We recognise that some children need additional support with their behaviour. Harrison Allen will always consult the individual EHCP, PEP or other advice for guidance on background and to determine procedure. Whilst we do not condone children breaking the rules, we recognise that it is necessary to modify behaviour management strategies according to need.

## **Allegations of Abuse against Staff**

Harrison Allen would take any allegations of abuse against a tutor very seriously. The allegation would be dealt with by the Designated Safeguarding Lead or her deputy quickly and in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Suspension would not be an automatic response.

## **ATTENDANCE AND CANCELLATION POLICY**

We acknowledge KCSIE "Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of

them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community" We also note the Ofsted Alternative Provision Findings (February 2016) report which states that "Robust procedures for checking if pupils are actually attending their placements each time they are supposed to are a crucial part of keeping them safe when they are off-site."

In order to closely and quickly monitor attendance, this information is recorded on the integrated online management system to which Local Authority and private clients have password protected access.

Students are required to attend lessons in accordance with their individual timetables. It is the responsibility of Parents or carers to ensure that the student arrives promptly for all lessons provided by Harrison Allen.

At the outset of the tuition, the agreed timetable is circulated to all parties - Local Authority referrer, parent/carer and tutor/s. The timetable carries with it the telephone numbers of all those involved (except LA referrer) in order that out of hours communication is possible.

**Non-attendance and safeguarding protocol:**

In the first instance, if a student fails to show at the start of a lesson, tutor needs to contact carer/parent (contact information on referral form which is shared with tutors at outset on the Management system) and seek to establish why student is absent.

If an absence is unexplained or an absence of concern or, for any concern of a safeguarding nature, tutor will telephone or e-mail Harrison Allen immediately and follow up in writing in this standard format:

- Name of student
- Name of tutor
- Date and time of writing report
- Tuition venue
- If Safeguarding Concern - nature of the concern
- If Absence Concern - actions taken - contacts made, to whom and at what time, to identify student's whereabouts.

This format is in the e-mail signature for Karen Abbott, the DSL, for easy access for tutors to copy and paste into their e-mail to Harrison Allen.

As appropriate, Harrison Allen will then use this format to inform referrer and to consider appropriate escalation routes (eg to MASH or Police).

As usual, a report also needs to be put onto TutorCruncher management system.

The standard format report sent to Harrison Allen will be filed in a shared folder at Harrison Allen 'Safeguarding Reports' accessible to both DSL and DDSL.

Twenty-four hours' notice must be given for any cancellations by calling either the Harrison Allen office or by telephoning the tutor. Late cancellations will incur the cost of the lesson at the full rate.

It is helpful to tutors if they are informed well in advance if a child is likely to be absent or late because of a medical appointment or other reason. We encourage students to make doctor, dentist or hospital appointments at times which do not coincide with their lessons.