



**LUKE PICKETT**

**ATTENDANCE POLICY**

Issued: July 2019

Review Date: July 2021

**For information on school closures, TD Days, trips, sports days etc., refer to the 'Emergency Closure' Policy**

Attendance at lessons is paramount to ensuring good progress is maintained. Pupils are expected to attend all scheduled lessons in accordance with the published teaching dates schedule.

**Missed lessons**

Outside the holiday breaks notified to the pupil (or the pupil's parent or guardian) in accordance with the published teaching dates schedule, Luke Pickett will charge for any scheduled lessons which the pupil does not attend, unless he chooses not to do so because of exceptional circumstances. In the event that a pupil misses two consecutive lessons a letter will be sent to that pupil reminding them of the importance of attending lessons (Appendix 1). At the end of term, if no adequate reason for missing lessons is provided, a letter will be sent to parents informing them how many lessons have been missed (Appendix 2).

If Luke Pickett is obliged to cancel a scheduled lesson, the pupil (or the pupil's parent or guardian), and/or the school may choose between (i) carrying the lesson forward, if available; (ii) receiving a replacement lesson, if available; or (iii) receiving a refund of the lesson fee.

If lessons are cancelled due to adverse weather conditions, please refer to the 'Emergency Closure' Policy.

**Review**

This policy will be reviewed biennially.

Signed: 

Date: July 2019

Mr Luke Pickett  
Peripatetic Teacher



Supported using public funding by



ARTS COUNCIL  
ENGLAND



## Appendix 1

### Missed Lesson Letter to Pupils



e: [luke@lukepickettmusic.co.uk](mailto:luke@lukepickettmusic.co.uk)

w: [lukepickettmusic.co.uk](http://lukepickettmusic.co.uk)

f: [lukepickettmusicteaching](https://www.facebook.com/lukepickettmusicteaching)

### NOTIFICATION OF MISSED MUSIC LESSONS

Name of pupil:

School:

Instrument teacher:

Instrument:

Dates of lessons missed:

Time of lesson:

This reminder is being sent to let you know that you have missed the last two lessons. There may be a good reason as to why this has happened but it would be helpful if you can advise your instrument teacher why the absence occurred so that this can be recorded. Should this situation occur again please try to remember to let the teacher know as soon as possible the reason for absence so that this notification is not sent out to you again.

Where possible, if you know about a school trip, dentist appointment etc. in advance and can let the teacher know that you will have to miss a lesson it may be possible to rearrange it although this cannot be guaranteed.

You are reminded that payment will be charged for all missed lessons.

If you continue to miss lessons it will be necessary to inform your parents/carers in order to consider whether lessons should be continued.

Yours faithfully

Mr Luke Pickett  
Peripatetic Teacher



## Appendix 2

### Missed Lesson Letter to Parents



e: [luke@lukepickettmusic.co.uk](mailto:luke@lukepickettmusic.co.uk)

w: [lukepickettmusic.co.uk](http://lukepickettmusic.co.uk)

f: [lukepickettmusicteaching](https://www.facebook.com/lukepickettmusicteaching)

### NOTIFICATION OF MISSED MUSIC LESSONS

Dear.....

Notification of missed music lessons

I am writing to let you know that.....has missed .....instrumental music lessons this term. The dates of the lessons were.....

Your daughter/son was sent a letter (reproduced overleaf) after two lessons were missed and reminded that it is important to inform the teacher the reason for the absence. The student was also asked to inform the teacher if an absence is known about in advance as it may be possible to rearrange a lesson although this cannot be guaranteed. All missed lessons will be charged.

Please contact [luke@lukepickettmusic.co.uk](mailto:luke@lukepickettmusic.co.uk) in order that we can consider the position as it is causing concern that your child is not attending the lessons that have been arranged.

Yours sincerely

Mr Luke Pickett  
Peripatetic Teacher



Supported using public funding by

