Sickness and Absence Policy

Safeguarding is Everyone's Responsibility

This policy has been written to ensure that children and staff are protected from illness and to help stop the spread of infection.

Children should not be engaging in tuition sessions whilst unwell, whether face to face or online. Should a child have an infectious disease, such as an ear infection or sickness and diarrhoea, they should not have face to face sessions until they have been clear for at least 48 hours.

It is vital that we follow the advice given to us by the Public Health Agency and exclude specific contagious conditions, e.g. sickness and diarrhoea and chicken pox, to protect other children that your tutor may be visiting. Illnesses of this nature are very contagious, and it is exceedingly unfair to expose other children to the risk of an infection.

With a case of conjunctivitis, we ask that the tutor does not return to face to face tutoring for 24 hours after starting medication. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.

Next Steps Education Ltd retain the right to refuse tuition to a child who is unwell. This decision will be taken by the tutor and Sarah Logan/ Liz Fancourt and is non-negotiable.

Charges

This information details our absence policies for sickness and holidays for STUDENTS.

Unarranged Absences (such as sickness): Please let us know ASAP. Cancellations made without 72 hours' notice will be chargeable. Please ring Ellen on 0330 460 4650 or email her on ellen@nextstepseducation.org

Arranged Absences (such as holiday): 72 hours' notice to be given. 100% fees chargeable otherwise. Please ring Ellen on 0330 460 4650 or email her on ellen@nextstepseducation.org

This information details our absence policies for sickness and holidays for TUTORS / MENTORS.

Tutor Holidays

Tutors will give the family two weeks' notice before holidays. If you require cover for an extended period of holiday, please let us know.

Please ring Ellen with at least 2 weeks' notice on 0330 460 4650 or email her on ellen@nextstepseducation.org

Tutor Sickness

Lesson is not chargeable.

If sickness is extended, Next Steps Education Ltd will work to implement a new, suitable, tutor as soon as possible.

Please ring Ellen on 0330 460 4650 or email her on ellen@nextstepseducation.org

Notice period required is 72 hours by either party.

Last reviewed: 27/01/2026 by Sarah Marvin

Next review: January 2027