

Attendance and Punctuality Policy

Status: Core

Date Approved: September 2026

Review Date: September 2027

Team Responsible: SLT Team

Policies are approved and ratified by the Senior Leadership Team and the approval of policies are recorded within the minutes of the meetings.

Overview

Be My Tutor works in partnership with schools and local authorities to ensure that we fulfil our vision of 'Empowering all students to flourish'. One way in which we strive to do this is by encouraging staff, parents and students to capitalise their learning experience and reach their maximum potential through good attendance and punctuality. We believe this builds confidence, resilience and self-worth.

As an alternative education provision for students, who are unable to access the mainstream school environment, good attendance remains pivotal to every student's success. Every student has a right to a good education and Be My Tutor aims to afford every student the best chance to succeed.

Be My Tutor used the guiding principles from the DFE's Moments Matter, Attendance Counts initiative and champions best practice case studies, within our own organisation, locally and nationally, in order to improve attendance.

Aims and Objectives

In order to have consistent expectations regarding attendance and punctuality, this policy aims to:

- Improve students' achievement by ensure high levels of attendance and punctuality.
- Ensure regular and improving attendance for all pupils, apart from those with chronic health issues (in line with school expectations).
- Create an ethos in which good attendance and punctuality are a valued and expected.
- Raise awareness of parents, carers and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to students of all ages in order to promote good habits at an early age.
- Work in partnership with students, parents, staff and each local authority so that all students fulfil their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Encourage students to develop accountability for good attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Support local authorities and schools by implementing their required procedures to record, track and promote attendance.
- Strive for a 96% attendance target for all students, consistent with national best practices.

Recording Attendance

Be My Tutor works with each local authority to track and record attendance. An attendance register is kept for each session – recording if the student was present for the session or absent. We send a report which includes attendance, after each lesson, to the local authority and any school if the student is 'on roll'.

The attendance team at Be My Tutor will cooperate with completing any official attendance register documents required by the local authority and always follow up with absences to ensure best safeguarding practices are adhered to. Where there are concerns, these are raised in line with our safeguarding policy. Be My Tutor recognises that it plays a key role in the educational attendance of the child, based upon the following key responsibilities and requirements:

- Sensitivity to the needs of the student and the family.
- Differentiating the teaching to the needs of the student .
- Regular reporting on progress.
- Child-centred and consistent approach with frequent outside agency liaison.
- Attendance at review meetings.
- Utilising student voice.
- Assistance of the creation of a reintegration programme as soon as appropriate.
- Attendance at CIN and safeguarding meetings.

Be My Tutor is also mindful that attendance and engagement in learning sessions all environments are influenced by certain factors:

- The development of a trusting relationship between tutor and student.
- The student's current mental wellbeing, including external factors impacting on and influencing mental health.
- A student's self-esteem and self- worth.
- The timetable of learning – reviewed regularly.

For the student to maximise the benefit from tuition, it is vital that attendance is both regular and punctual. During the term dates set by local authorities and all other provision, attendance is expected unless the reason for the absence is unavoidable.

Operational Procedure for Non-Attendance

1. **Immediate Action:** Upon a student's non-arrival, tutors must attempt to contact the family immediately.

2. **Waiting Period:** Tutors should remain available for up to 30–60 minutes, documenting all contact attempts in the lesson report.
3. **Recording:** If the student remains absent, the tutor must update the central attendance register within one hour of the scheduled session start.
4. **Escalation:** If a student misses two or more consecutive sessions without a satisfactory reason, the matter must be escalated to the Attendance Lead/Safeguarding Lead, who will notify the Local Authority via a secure report.

Supportive Intervention

Be My Tutor recognizes that barriers to learning—such as mental health, transport, or external family factors—can impact attendance. We are committed to a supportive, non-punitive approach. We will always offer flexibility where appropriate and work proactively with families to identify and remove barriers to engagement.

Parent/Carer Responsibilities

Students who are persistently late or absent soon fall behind with their learning. In many instances, our students are working with our provision because their attendance has already been a cause for concern. Frequent absences widen gaps in learning which will impact on students' progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Being Ready to Learn

It is the parent/carers responsibility:

- To ensure that their students are prepared for their tuition on time - as specified in their learning support plan.
- To communicate any information that may impact learning or require for adaptations to be made.
- To inform the tutor about any anticipated lateness and the reasons for this.

Absences

It is the parent/carers responsibility:

- To notify the Tutor on the first day of absence, 2 hours before the session is due to begin - or as soon as possible. Parents can report an absence by emailing info@bemytutor.co.uk.
- To share any medical concerns which may impact learning.

- To ensure that as far as possible, medical appointments are arranged for outside Tutoring hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the student should attend school before/after the appointment.
- To liaise with Be My Tutor as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.
- To arrange holidays outside of term time.
- Parents/carers of student for whom we do not know the reason for absence will be contacted by the Tutor at the time the session is due to begin. This is for the purposes of safeguarding.

Safeguarding

The team at Be My Tutor consider good attendance to be important to every student's wellbeing and development. Failure to attend or persistent issues with punctuality can indicate wider safeguarding concerns. Our first priority is to support with improving attendance but we always act in a student's best interest and will have their safeguarding as a paramount driver in how we handle any situation.

Unexplained Absence

When a student is absent, this is shared within the lesson report and is shared with any named communication contacts - schools, local authorities, parents/carers. Each school/local authority has its own systems and procedures for following up with attendance. We use local authority registers such as DcPro, and our own internal learning management system for all training, monitoring, and attendance records to ensure data consistency.

When there are multiple unexplained absences or where it is felt that the reasons do not warrant extended absence, Be My Tutor will raise this as a safeguarding concern.

Persistent Latecomers

Students who repeatedly fail to attend lessons on time will be brought to the attention of the local authority attendance team, or professionals involved in the tutoring arrangements. Our priority is to always provide the education that students are entitled to and believe that good punctuality is a life skills we need to instil in our students.