

# Tutor Doctor Essex Attendance Policy

Version: 1.1 | Date: May 2026 | Review: May 2027

## 1. Purpose

This policy outlines how Tutor Doctor Essex promotes attendance, ensures safeguarding, and supports engagement. Attendance is treated as both an educational and safeguarding priority.

## 2. Legal Framework

- Education Act 1996
- Children and Families Act 2014
- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2026
- Alternative Provision Statutory Guidance (2013)

## 3. Roles and Responsibilities

Tutors record attendance, report concerns, and follow welfare procedures.

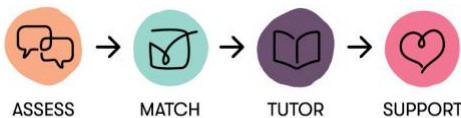
The Designated Safeguarding Lead oversees escalation, welfare checks, and referrals. The Deputy Designated Safeguarding Lead oversees Welfare Checks.

Parents/carers must ensure attendance and report absence promptly.

## 4. Attendance Expectations and Enforcement

Attendance is expected at all scheduled sessions. Where attendance falls below expectations, Tutor Doctor Essex will take a staged approach:

- Initial discussion with parent/carer to identify barriers
- Adjustment of provision (timings, format, support strategies)
- Formal attendance concerns shared with referring agency
- Attendance meetings arranged where required
- Escalation to Local Authority where attendance does not improve
- Punctuality reflects mutual respect and commitment. While Tutor Doctor Essex recognises challenges in engaging children in alternative provision, consistent communication and gradual encouragement are key.



Persistent lateness will be addressed through:

- Recording lateness and reasons for delays.
- Including attendance and punctuality in weekly reports to referrers.
- Adjusting engagement plans, if necessary, to support timely attendance. Please refer to the Behaviour Policy for full guidance.

## 5. Tutor Absence

Tutor consistency is essential for pupil engagement, progress, and safeguarding. Any disruption to provision is treated as a potential safeguarding risk until continuity and appropriate oversight are secured.

- Tutors must provide as much notice as possible of any planned absence
- If a tutor is unavailable for 3 consecutive days or more, this must be escalated immediately to their Tutor Doctor Office
- Tutor Doctor Essex will ensure continuity of provision by offering an alternative tutor as soon as possible
- The pupil, parent/carer, and referring agency will be informed of any changes without delay
- Tutor Doctor Essex will ensure there are no gaps in supervision or provision that could place the pupil at risk. Welfare checks will be carried out as detailed below.

## 6. Attendance Procedures

- Attendance must be recorded within 15 minutes of session start. In support of the IPES framework Essex County Council's attendance system: Different Class is used.
- Parents/carers must report absence by 8:30am and provide updates daily starting on the first day of absence via WhatsApp group.
- In the event of no contact and non-attendance, the session is recorded as unauthorized absence.

## 7. Safeguarding and Welfare Checks

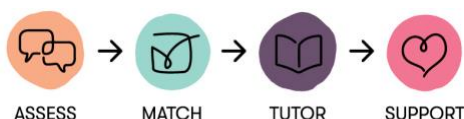
Unexplained absence is treated as a safeguarding concern.

Day 1–2: Contact attempts via all available methods.

Day 3: Escalation to Safeguarding Lead and welfare check (see or speak to pupil).

If there is no contact: a home visit is conducted and attendance letter delivered.

If still unresolved: referral to Children Missing Education, Local Authority or police will be made.



## 8. Practical Session Procedures

Home sessions, no answer at door: attempt contact through the preferred method, wait ten minutes, before reporting to the Tutor Doctor office.

Home sessions, student not seen, wait ten minutes, before reporting to the Tutor Doctor office, agree between parent, tutor and Tutor Doctor office on next steps for tuition that day.

Community sessions: attempt contact within 15 minutes and escalate if pupil location is unknown.

## 9. Monitoring and Intervention

Attendance data is reviewed regularly to identify patterns.

Where concerns arise, targeted intervention will include:

- Increased communication with family
- Adapted timetable or delivery model
- Multi-agency involvement
- Review of placement suitability

## 10. Documentation

All attendance, contact attempts, welfare checks, and actions must be recorded accurately and stored in line with safeguarding requirements, on a Tutor Doctor session report, Tutor Doctor concern log, DC Pro and/or My Concern.

## 11. Policy Review

This policy is reviewed annually or in response to legislative changes.

Signed: *L Adams*

Dated: 06/05/2026

**Laura Adams Designated Safeguarding Lead  
On behalf of Tutor Doctor Essex**

