

**Attendance Policy
Tutor Doctor Oxford
(Updated – September 2026)**



Tutor Doctor Oxford

Attendance Policy
(Effective from September 2026)

1. Policy Statement

Tutor Doctor Oxford is committed to ensuring that all children and young people engaging with our tutoring services attend sessions regularly, on time, and are supported to overcome barriers to attendance.

This policy reflects statutory guidance from the Department for Education ([Working Together to Improve School Attendance, 2024](#)) and [KCSIE 2026](#) is designed to safeguard the welfare, learning, and wellbeing of vulnerable students we support.

2. Scope

This policy applies to:

- All staff, tutors, contractors, and volunteers engaged by Tutor Doctor Oxford
 - All children and young people (school-age) and their parents/carers using our services
 - Partner schools, local authorities, and external agencies where joint working is required.
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3. Aims

- To promote a culture where attendance is valued as a protective factor for safeguarding, wellbeing, and attainment
 - To ensure consistent recording and monitoring of attendance across all tutoring sessions
 - To work in partnership with families, schools, and local authorities to address barriers to attendance
 - To intervene early where patterns of poor attendance emerge.
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4. Expectations

For Students

- Attend all scheduled sessions on time, ready to learn
- Engage positively with tutors and peers.

For Parents/Carers

- Ensure students attend every agreed tutoring session
- Inform Tutor Doctor Oxford as soon as possible if a student is unable to attend, stating the reason
- Work with staff and tutors to resolve barriers to attendance.

For Tutors/Staff

- Maintain accurate registers of attendance for every session
- Follow up promptly on non-attendance (first contact with parents/carers, escalation to DSL if concerns arise)
- Share attendance concerns with the Designated Safeguarding Lead (DSL) where absence may indicate safeguarding risks.

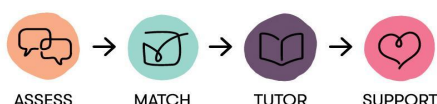
5. Procedures

Recording Attendance

- Tutors must record attendance for each session using the agreed system (digital register or attendance log)
- Registers must note: present, absent (with reason), or late.

Non-Attendance

- Parents/carers are expected to notify absence in advance wherever possible
- Where a student does not attend without notice:
 1. Tutor/office staff will contact the parent/carer the same day
 2. If no reason is provided or concerns are raised, the matter will be escalated to the DSL
 3. Persistent non-attendance will be reviewed with the parent/carer, and where appropriate with the referring school or local authority



Persistent or Severe Absence

- Persistent absence is defined as missing **10% or more** of sessions.
 - Severe absence is defined as attending **50% or fewer** of sessions.
 - In these cases, Tutor Doctor Oxford will:
 - Meet with parents/carers to understand barriers.
 - Liaise with the referring school/local authority.
 - Develop a joint support plan where appropriate.
 - Consider safeguarding referral if absence raises concerns of neglect, exploitation, or other risk.
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6. Partnership Working

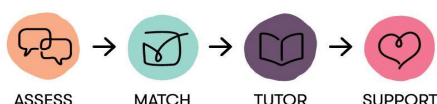
- Tutor Doctor Oxford will share attendance information with schools, local authorities, and safeguarding partners where this is necessary to protect children's welfare and promote engagement in education
 - Attendance will be monitored and reported as part of progress reviews with parents, schools, and commissioners.
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7. Vulnerable Learners

- We recognise that some students face additional barriers to attendance, including those with SEND, health needs, or social care involvement
 - Support will be tailored in partnership with families and professionals
 - Adjustments may include flexible timetabling, use of online sessions, or reasonable accommodations in line with the Equality Act 2010.
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8. Roles and Responsibilities

- **Senior Attendance Champion:** The Designated Manager (or delegated lead) will oversee implementation of this policy, monitor attendance data, and liaise with partners
 - **Tutors:** Responsible for accurate record keeping and first response to absence
 - **Parents/Carers:** Responsible for ensuring student attendance
 - **DSL:** Monitors safeguarding concerns linked to absence.
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9. Monitoring and Review

- Attendance records will be monitored weekly.
- Persistent/severe absence cases will be escalated to the DSL and Attendance Champion.
- This policy will be reviewed annually (next review: **September 2027**) or sooner if statutory guidance changes.

10. Linked Policies

- Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Code of Conduct for Staff & Tutors

Our Designated Safeguarding Lead is:

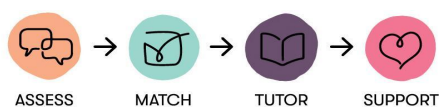
- Name: Matthew Lynch
- Email: mlynch@tutordocor.co.uk
- Phone number: 07717 788 533

Next review by 1st September 2027

Signed: Business Owner



Name: Matthew Lynch
Email: mlynch@tutordocor.co.uk
Phone number: 07717 788 533



Oxfordshire Safeguarding Contact List

- 1) **Immediate danger to a child call the Emergency services on 999**
- 2) **Immediate safeguarding concerns** and/or if you think a child or young person is being **sexually or criminally exploited** contact
 - i) MASH on 0345 050 7666 during office hours (8.30am - 5pm, Monday to Thursday and 8.30am - 4pm, Friday)
 - ii) Emergency Duty Team on 0800 833 408 outside office hours
- 3) If you think a child is at immediate risk call **999**.
- 4) Contact the **Locality Community Support Service** if you:
 - i) Have emerging concerns for a child that do not require an immediate safeguarding response
 - ii) Need support or guidance with the completion of a 'strength and needs' tool or TAF Early Help tools and information
 - iii) Tel: 0345 2412705 Email: LCSS@oxfordshire.gov.uk
 - iv) Opening Hours: 8.30am – 5pm (Mon – Thurs) 8.30am – 4pm (Fri)
- 5) **Concerns or allegations about a professional** working with children:
If you are a practitioner and have concerns about another practitioner, manager or volunteer who works with children, or you need to report them, you will need to contact the Local Authority Designated Officer (LADO) on **01865 815956**
- 6) **Oxfordshire Safeguarding Children Board - 01865 815 843**
Team Email: oscb@oxfordshire.gov.uk
Training email: oscb.training@oxfordshire.gov.uk
- 7) **Oxfordshire Safeguarding Adult Board** osab@oxfordshire.gov.uk
- 8) **Oxfordshire Domestic Abuse Service**
Helpline 0800 731 0055 (10am - 7pm, Monday to Friday)
Agencies are encouraged to contact ODAS via das@a2dominion.co.uk rather than through the helpline
In an emergency please dial 999.
National Domestic Violence Helpline 0808 200 0247 24 hours a day, 7 days a week
- 9) **NAPAC**- a national charity offering support to adult survivors of all types of childhood abuse, including physical, sexual and emotional abuse and neglect; napac.org.uk **HELPLINE 0808 801 0331**
- 10) **HAVOCA** - provides support, friendship and advice for any adult whose life has been affected by childhood abuse; <https://www.havoca.org>

