

Introduction.

- All pupils are expected to attend all of their timetabled sessions.
- Parents/carers and Winchmore staff and tutors are partners in making this a success and this partnership is very important to the service. All staff will encourage parents and carers to ensure that pupils achieve maximum possible attendance and that any problems which prevent this are identified and acted on promptly.

Aims

Our attendance policy aims to:

- support children/young people and their parents/carers in the establishment of the highest possible levels of attendance and punctuality to ensure the best outcomes for their child.
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning.
- make parents/carers aware of their legal responsibilities.
- ensure that attendance meets Government and Local Authority targets.

Expectations

We expect that all pupils will:

- attend their session at the time and day scheduled
- attend appropriately prepared
- discuss promptly with a member of Winchmore staff or their tutor any problems that may affect their attendance.

Parents/carers will:

- fulfil their legal obligation to ensure their child attends the tuition at the scheduled day and time
- ensure that their child arrives punctually and prepared
- ensure that they contact the service daily to report absence, or before if this is known in advance, whenever their child is unable to attend
- supply written confirmation of absence with reason on request
- contact the service promptly whenever any problem occurs that may mean their child is unwilling/unable to attend
- notify the service of any home circumstances that might affect the behaviour and learning of their child
- notify the service immediately of any changes to contact details
- where possible arrange medical appointments outside of the session time and ideally outside of the school day

To achieve these aims and expectations Winchmore Tutors will:

- provide a supportive response to any pupil's or parent's/carer's concerns
- offer bespoke timetables to support good attendance
- encourage and promote good attendance and punctuality through a system of reward and recognition
- keep regular and accurate records of attendance, punctuality and absence. All registers are monitored by the Winchmore Account Manager and individual records of attendance are held on our online lesson summary system
- contact parents/carers/schools/LA's on the first day of absence when a pupil fails to attend and where no message has been received to explain the absence
- follow up all unexplained absences to obtain explanations from parents/carers.
- provide outreach support and deliver homework packs, and provide online tuition in replacement for face to face wherever possible
- regularly, at reviews, inform parents/carers of the % attendance of their child
- send letters home and/or arrange a meeting if valid reasons for absence are not supplied for alternative provision
- work with multi agencies, such as Borough School Attendance Service, Health and Social Care, regarding children who are not attending regularly

Winchmore Tutors Attendance Policy

Version 1.6 (July 26)



Examples	
Authorised absences:	Unauthorised absences:
• Genuine illness of the pupil • Hospital/dental/doctor's appointment for the pupil • Major religious observances • Visits to prospective new schools • External exams or educational assessments • Attend interviews for prospective school and POST 16 destinations	• Shopping/day trip/ family day out/visit • A birthday treat • Oversleeping due to a late night • Pupil looking after children or another family member • Any medical appointments for other family members • Holidays • Tiredness due to extra-curricular activities • Inability/unwillingness to participate in a school activity

Information for parents/carers on when to report absence to Winchmore Tutors:

All absences must be reported on a daily basis. In all cases of absence parents/carers should:

- telephone the Winchmore Tutors account manager on 01628 484 249 at the earliest opportunity to let Winchmore Tutors know why the child is going to be absent. The office has an answer machine and messages can be left thereon
- keep the service informed by calling daily if more than one day's absence is necessary
- send in a note via email explaining the reason for absence
- if medical appointments are absolutely necessary, please show the appointment card/text and bring your child to their lessons before and after their appointment

If a child is absent from tuition with no communication with the parents/carers this becomes a Safeguarding matter that will be investigated.

Winchmore Tutors will work in partnership with parents and pupils to secure full attendance.

Legal Framework

This policy has been compiled with reference to the following key Legislation/Guidance:

- Education act 1996
- Working together to improve school attendance
- Pupil Registration regulations
- Alternative Provision guidance

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Review Date: July 2027

Signed:

Craig Varney : Director

