

Read With Rachel Tutoring

Attendance Policy and Procedures

Policy Owner: Rachel Morgan (Sole Trader)

Effective Date: 31 July 2026

Review Date: 31 July 2027

Purpose

This policy explains how attendance is monitored and recorded for all tutoring sessions delivered by Read With Rachel Tutoring. Regular attendance supports pupil progress, enables continuity of learning, and helps ensure safeguarding responsibilities are met.

Scope

This policy applies to all pupils receiving tuition through Read With Rachel Tutoring, whether commissioned by parents, schools, Local Authorities or other organisations.

Attendance Expectations

Pupils are expected to attend all agreed tutoring sessions unless prevented by illness or exceptional circumstances.

Parents, carers or commissioning organisations should notify Read With Rachel Tutoring as soon as reasonably possible if a pupil is unable to attend a scheduled session.

Attendance Register

An attendance register will be maintained for every scheduled tutoring session.

- Pupil name
- Date of session
- Planned start and finish time
- Attendance status
- Reason for absence (where known)
- Tutor initials
- Any safeguarding or welfare concerns arising during the session

Attendance records will be stored securely in accordance with the Data Protection Act 2018, UK GDPR and the Read With Rachel Tutoring Data Protection and Privacy Policy.

Attendance Codes

Code	Meaning
P	Present
A	Authorised Absence
U	Unauthorised Absence
C	Session Cancelled by Parent/Carer
T	Session Cancelled by Tutor
L	Late Arrival
E	Exceptional Circumstances

Late Arrival

- The tutor will normally wait for up to 15 minutes unless alternative arrangements have been agreed.
- Where appropriate, the parent, carer or commissioning organisation will be contacted.
- The session may be shortened where a significant delay reduces the available teaching time.
- Repeated lateness will be discussed with parents or commissioning organisations to help minimise disruption to learning.

Missed Sessions

Where a pupil repeatedly misses tutoring sessions:

- Attendance patterns will be discussed with the parent, carer, school or commissioning organisation.
- Strategies may be agreed to improve attendance and engagement.
- Persistent non-attendance may result in tuition being reviewed or discontinued where appropriate.
- Where tuition is commissioned by a school or Local Authority, attendance information will be shared in accordance with contractual arrangements.

Tutor Cancellation

If the tutor is unable to deliver a session because of illness, emergency or unforeseen circumstances:

- Parents or the commissioning organisation will be informed as soon as reasonably practicable.
- An alternative session will be arranged wherever possible.
- If a replacement session cannot be arranged, any financial arrangements will be managed in accordance with the Read With Rachel Tutoring Terms and Conditions.

Confidentiality

Attendance information is confidential and will only be shared where appropriate with:

- Parents or carers
- Schools
- Commissioning organisations
- Local Authorities
- Safeguarding agencies where required by law

Safeguarding

Unexpected absences or patterns of non-attendance may occasionally raise safeguarding concerns. Where there are concerns regarding a child's welfare, Read With Rachel Tutoring will follow its Safeguarding and Child Protection Policy and, where appropriate, notify the parent, school, Local Authority or relevant safeguarding agency.

Monitoring and Review

Attendance records will be reviewed periodically to identify attendance patterns and support pupil engagement.

This policy will be reviewed annually, or sooner if legislation, statutory guidance or business practice changes.

Policy Approval

I confirm that this policy has been reviewed and approved for use within Read With Rachel Tutoring.

Policy Owner: Rachel Morgan

Signature:



Print Name: Rachel Morgan

Date Signed: 2026

31 / 07 / ~~2027~~

Next Review Date: 31st July 2027