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| <br><br>Integra Education North LTD trading as Let's Educate | Attendance and Register Policy | Ref:         | EDPOL/20/1 |
|                                                                                                                                               |                                | Issue Date:  | May 2026   |
|                                                                                                                                               |                                | Issue:       | 1          |
|                                                                                                                                               |                                | Revised:     | N/A        |
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# Attendance and Register Policy

## 1. Introduction

At Let's Educate, we recognise the importance of attendance tracking and maintaining accurate records of learner participation to support schools and local authorities.

Attendance is crucial for safeguarding, student engagement, accountability and academic progress.

This policy applies to all provision delivered by Let's Educate, including schools, alternative provision, EOTAS (Education Other Than At School), home-based provision and off-site tutoring.

## 2. Policy Statement

Let's Educate will:

- Monitor and record attendance for all sessions
- Act promptly where a learner does not attend
- Work in partnership with commissioning services, clients and parent
- Ensure safeguarding concerns linked to attendance are identified and escalated

## 3. Scope

This policy applies to:

- All tutors and agency staff
- All learners receiving provision through Let's Educate
- All settings including EOTAS and off-site provision

## 4. Roles and Responsibilities

### Tutors / Agency Staff:

- Record attendance at the start of each session
- Accurately record absences, lateness or partial attendance
- Report non-attendance immediately
- Complete weekly feedback forms
- Raise any concerns regarding engagement or welfare

### Let's Educate (Compliance / Administration):

- Monitor attendance and feedback records
- Review patterns of absence or disengagement
- Escalate concerns where required
- Communicate with commissioning services

### Commissioning Services / Clients:

- Receive attendance updates
- Support follow-up actions where required

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## 5. Attendance Tracking Procedures

- Attendance must be recorded at the beginning of each session
- Students must be marked as present, absent or late
- Partial attendance must be clearly recorded
- Late arrivals must be recorded, including duration
- Cancelled sessions must be recorded, with appropriate notice

All attendance records must be submitted promptly and accurately.

### 5.1 Late Attendance and Session Cancellation

#### Learners:

- Learners are expected to attend sessions on time

Where a learner does not attend within this time:

- The session must be recorded as non-attendance
- Parent, guardian or commissioning services must report sickness or non-attendance as soon as aware Let's Educate

Persistent absence or lateness will:

- Be monitored
- May trigger safeguarding review or intervention

#### Tutors:

- Tutors are expected to attend all sessions on time
- Where a tutor is running late, they must inform Let's Educate as soon as possible

Tutors must not cancel sessions with learners/ parents/ commissioning services directly. This must be done via Let's Educate.

Repeated lateness or non-attendance by tutors will:

- Be monitored
- Be addressed in line with internal procedures
- May impact future work opportunities / placements/ bookings being cancelled.

### 5.2 Late Attendance and Session Cancellation

Absences must be recorded as:

- **Authorised absence** - where prior notice has been provided and agreed
- **Unauthorised absence** - where no valid reason is provided or the learner fails to attend without notice

All absences must be recorded accurately.

## 6. Feedback and Engagement Monitoring

In addition to attendance tracking:

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- Tutors must complete weekly feedback forms

Feedback must include:

- Content delivered
- Learner engagement
- Progress made
- Plan for next session

Feedback forms:

- Must be submitted by the end of each working week
- Are reviewed by Let's Educate
- May be shared with schools, parents and Local Authorities

## 7. Non-Attendance Procedure

Where a learner does not attend a scheduled session:

**Tutors must:**

- Inform Let's Educate immediately
- Record the absence on the feedback form

**Let's Educate will:**

- Contact parent/ guardian
- Notify the commissioning service or client
- Review attendance patterns

## 8. Escalation of Concerns (Including EOTAS)

Repeated or unexplained absence may indicate a safeguarding concern. Concerns relating to unexplained absence must be reviewed on the same day and escalated where required.

Where concerns arise:

- The Client's DSL must be informed (where applicable)

**For EOTAS learners without a school-based DSL:**

Concerns must be reported to:

- The Let's Educate Safeguarding Lead
- The commissioning service (Local Authority), MASH

Where a safeguarding concern is identified:

- The Safeguarding Policy must be followed
- Concerns must be reported without delay

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## 9. External Services and Welfare Checks

Let's Educate will work collaboratively with commissioning services, Local Authorities and external attendance monitoring providers where required.

This may include engagement with:

- Welfare Call or equivalent attendance monitoring systems
- Local Authority attendance tracking processes
- Safeguarding and welfare services

Where required, Let's Educate will:

- Record and submit attendance data in line with commissioning requirements
- Provide timely updates on learner attendance and engagement
- Participate in welfare checks where appropriate
- Support external monitoring and reporting processes

Where a learner cannot be contacted or attendance concerns increase:

- Attendance concerns will be escalated
- External services may be notified
- Further action will be taken in line with safeguarding procedures (e.g. MASH referral where required)

All information shared will be handled in line with safeguarding and data protection requirements.

## 10. Communication with Commissioning Services

Let's Educate will:

- Provide attendance updates to commissioning services and external systems as required
- Notify clients of non-attendance promptly
- Share relevant feedback weekly
- Escalate concerns where necessary

## 11. Safeguarding and Attendance

Attendance is closely linked to safeguarding.

- Persistent absence may indicate risk
- All concerns must be taken seriously
- Staff must remain vigilant and escalate concerns appropriately

## 12. Record Keeping

- All attendance and feedback records must be accurate and up to date
- Records are maintained on the CRM system
- Data is stored securely in line with GDPR
- Records are available for audit and review

## 13. Policy Review

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This policy will be reviewed annually or following any significant change.

## 14. Legislation and Guidance

This policy aligns with:

- [Keeping Children Safe in Education \(KCSIE\) 2025](#)
- [Working Together to Safeguard Children 2026](#)
- Local Authority procedures

## 16. Version Control

This policy aligns with:

- Version 1.0 – May 2026 - Original Attendance and Register Procedures