



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

ATTENDANCE POLICY

Rationale

We believe that good attendance is essential if students are to take full advantage of the education being provided and gain the appropriate skills which will equip them for life. We seek to ensure that all of our students receive an education which maximises opportunities for each student to realise their true potential. We will strive to create an exciting, motivating and above all caring environment in which students feel confident and secure.

Good attendance is important because statistics show a direct link between under-achievement and poor attendance. Regular and consistent tutor sessions are key to this, and irregularities will hamper expected progress and student learning.

Aims

- To maintain and maximise the attendance of students in line with current legislation and guidelines and adhering to the attendance strategy of the Inclusion and Alternative Provision Team.
- To closely monitor attendance and to inform the commissioning body about attendance at the end of each day.
- To encourage academic achievement through good attendance and punctuality.
- To encourage and reinforce good attendance and punctuality as preparation for good practice in life.
- To engage with parents, carers, and other agencies efficiently in achieving these aims.
- To use positive recognition of students' attendance achievements.
- To liaise closely with schools and external agencies whenever attendance becomes a concern.
- To promote excellent attendance and punctuality by staff.
- To actively promote and incentivise positive attendance through structured recognition and reward strategies.

Practice

We expect excellent attendance by both tutors and students. On occasions where a session has to be cancelled by the tutor, it should be rearranged to the stakeholders' convenience where possible.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.
If a session is cancelled by the tutee or parent, the tutor will still be paid for their time, as their timetable will have been set for the week.

Schools and the Inclusion and Alternative Provision Team will be informed on the day if a student is unable to attend a tutor session. Concerns and positive attendance patterns will be communicated with schools. Non-attendance will be logged, and schools informed where appropriate.

All tutors are expected to arrive punctually and ensure that the full allocated session time is completed. If it is unavoidable that tutors are late, the session should be extended where possible to make up the appropriate time.

Concerns about attendance and punctuality by both tutors and students should be raised with the Company Director, Nigel Jones, at the earliest opportunity.

We will use attendance codes as suggested by the Inclusion and Alternative Provision Team (Appendix 1).

Positive Attendance Incentives and Rewards

We recognise the importance of positive reinforcement in promoting strong attendance, particularly for students who may face barriers to engagement. As part of our approach, we implement a range of proportionate and appropriate incentives to encourage consistent attendance and punctuality.

These may include:

- Verbal praise and recognition during sessions
- Positive feedback shared with parents, carers, and commissioning schools
- Reward systems tailored to individual students (e.g. certificates, progress milestones, small rewards)
- Celebrating improved attendance as well as sustained high attendance
- Personalised targets and incentives for students with historically low attendance

All rewards are used appropriately, taking into account the age, needs, and circumstances of each student, particularly those with SEND or additional vulnerabilities. This approach is designed to build motivation and engagement, reinforce positive learning behaviours and support long-term improvements in attendance

Authorised Absence by Students

Some absences are allowed by law and are known as "authorised absences". For example: illness, family bereavement, or religious observance. We recognise that there may be rare



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved. occasions where there are specific reasons for absence and we will always seek to deal with these sympathetically where appropriate.

Unauthorised Absence by Students

There are times when students are absent for reasons which are not permitted by law. These are known as "unauthorised absences". These will have a negative effect on learning and can lead to escalation with the commissioning body and/or statutory action where appropriate.

Success Criteria

- Students will attend all tutor sessions wherever possible
- Education provision will be successfully delivered
- There will be excellent communication between provision and schools/commissioners regarding attendance

References

- Education Act 1996
- Children Act 1989
- Education Act 2002
- Education (School Day and School Year) Regulations 1999
- Education (Pupil Registration) (England) Regulations 2011
- Department for Education: Working Together to Improve School Attendance (2024)
- Department for Education: Keeping Children Safe in Education (2024)

Appendices

Appendix 1: Registration Codes for Learners (Page 4)

Review

N K Jones
September 2026

Review Date
September 2027



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 1

Registration Codes for Learners

/ \	Present Mark meaning pupil is on premises / = am session \ = pm session
C	Other Circumstance e.g. pupil unable to attend due to bereavement or court date etc.. (counted as an authorised absence)
E	Exclusion (counted as an authorised absence)
G	Holiday / Term time leave - not agreed by ALPs Manager or not requested by parent to ALPs Manager. (counted as an unauthorised absence) Will result in a Penalty Notice fine of £60 being sent out to parent.
H	Holiday / Term time leave - agreed by ALPs Manager following parental request. New Government guideline Sept 2013 states No Holiday requests to be granted. Term time leave may be granted for exceptional circumstances at ALPs Manager's discretion. (counted as authorised absence)
I	Illness – e.g. cold, upset stomach etc. Provision provider to gather more information if parent states pupil is 'ill'. Regardless of parent information received, if illness is frequent, on-going (3 plus days) or in doubt, then medical proof will be requested from the parent by ALPs and a decision to authorise or unauthorise the absence will be taken. (counted as authorised absence)
J	Interview - e.g. College interview, job interview or work experience interview (counted as authorised absence)
L	Late - please try to keep a record of how late the pupil is in case it is a reoccurring issue that needs to be addressed by ALPs staff (counted as present mark)
M	Medical appointment – e.g. Doctors, Dentist, CAMH or Hospital Parent should be asked to provide appointment card as proof for registration mark to be coded. (counted as authorised absence)
O	Unauthorised Absence – truancy, no reason provided for absence or reason provided for absence by parent is not acceptable e.g. birthday, shopping, waiting for Gas man etc. (counted as an unauthorised absence) May result in a Penalty Notice fine being issued to parent.
P	Approved Sporting Activity – e.g. Cross country running for county, playing in tournament for school etc (counted as present mark)
R	Religious Observance – LBC guidelines suggest 3 religious days observance for the year to cater for the two Eid festivals. Any further Religious Observance is at the discretion of the ALPs Manager. (counted as an authorised absence)
U	Unauthorised Late - to be recorded if student is 15 minutes (or more) late following their official start time, for both am and pm sessions. A record of conversation to be kept on the Engagement report (ER1). Evidence to be provided and copies kept of reasons for lateness ie. Appointment cards or logged conversations with taxi companies.
V	Educational Trip – e.g. day trip to Museum, Cathedral, residential activity centres (counted as present mark)
W	Work Experience - Allowed for Year 10 & 11 pupils only to experience work placements. (counted as present mark)
#	Planned Centre closure – e.g. half terms, term breaks and training days.
Y	Enforced Centre closure – e.g. Snow days, heating breakdowns
	No longer attending – Pupil not on roll. ALPs Manager has requested once a student is recorded onto your register they cannot be removed. If they stop attending your provision please continue to block out the rest of the pupil's attendance weeks.

(Please note: ALPs has been renamed as the Inclusion and Alternative Provision Team)