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1. Introduction

- 1.1. Tutor Train Ltd will actively seek to encourage all students to achieve a full attendance record as we recognise how this goes hand-in-hand with learner outcomes.
- 1.2. Attendance information is monitored and accessible through our tuition management software, Tutorcruncher by all stakeholders.

2. Principles

- 2.1. Regular and punctual attendance is of paramount importance in ensuring that all students have full access to our tuition service. Valuable learning time is lost when absent or late. Students should be present at the start of every session, on time unless the reason for the absence is unavoidable.
- 2.2. Students can sometimes be reluctant to attend sessions. We believe it is important to understand the reasons behind why a student may be reluctant to attend or reasons which may result in them arriving late. We believe in working with the student and ensure they feel their voice is heard and understood to help work towards high attendance.

3. Our Approach

- 3.1. Students' attendance is noted on our Tuition management software for every lesson.
- 3.2. If a student does not attend or is late to a session for two consecutive lessons, the parent/carer/school/local authority will be contacted to discuss the reasons behind this. We will always revert to the Local Authorities/schools' attendance policy where applicable, and this may supersede this policy.
- 3.3. A meeting will be arranged with the student and school/parent/carer to discuss reasons for absence and/or strategies to improve attendance.
- 3.4. Attendance is monitored closely moving forward. Further meetings may be required, and strategies may be reevaluated to ensure we meet the continuing needs of the student.