# Attendance and Punctuality Policy

**Purpose**

It is the policy of all Youthreach centres to encourage good attendance and punctuality. A student attendance policy is necessary to ensure

* All students of whom each centre has a duty of care, reach their full emotional, physical and social potential, in order to find their place in society.
* To develop and nurture, within the student, habits of responsibility and accountability for an adult life of self-sufficiency and independence.
* To derive benefit from their education to the best possible extent by attending the centre every day, by being present at all classes and by being on time for all classes.
* A student will be better able to keep up with their work.

**Scope**

This policy applies to all stakeholders – students, parents, guardians, teachers and staff.

## Strategies to encourage good attendance

Every Youthreach centre has strategies in place to foster an appreciation of learning and good attendance.

* Centres work closely with the School Completion Programme and the schools in the locality.
* Students with full attendance are presented with a certificates.
* Special certificates and prizes are given to students who achieve full attendance per term.
* Full attendance for the year is specifically acknowledged.

## Role of parents/guardians

* Parents/guardians must write a note of explanation for all absences if a student is under 18yrs. If over 18yrs, student must submit note. The centre will accept telephone communication concerning a student’s absence. However, a written note is preferred.
* Medical certificates should be passed on to the centre before 11am on the Friday of the week of absence for all absences.
* Twelve days per year for illness will be paid to students upon producing a doctor’s certificate on week of absence.
* Students absent for ten days without a valid reason will be given a verbal warning and it will be noted on file and reported to parents/guardians of student under 18 yrs.
* Students absent for twenty days without a valid reason may be terminated immediately.
* If a student wishes to return to the centre they may reapply.
* The centre must be notified of appointments before the appointment takes place; the reason for the absence is then noted.
* Students should not take holidays during Youthreach term as they count as absences from the centre; if a holiday is booked prior to term please give one month’s notice.
* Parents/guardians must make sure the student understands that parent/guardian does not agree with student missing time unless it is for a valid reason.

## When are parents/guardian contacted by the centre?

* If the student is at risk of developing attendance problems and is under 18 years of age.
* If the parent(s)/guardian(s) fail to explain a student’s who is under 18 years of age absence.
* If the student is regularly late for class and is under 18 years of age.
* If the student’s name is being passed on to the National Education and Welfare Board (N.E.W.B.)
	+ *If a student is under 16 years of age and/or does not have the minimum education requirement and has been absent for 20 days or more, moves to another centre/school, is expelled or the Coordinator is concerned about a student’s attendance, the student’s name will be passed on to the National Education and Welfare Board (N.E.W.B.)*

**Under the Education and Welfare Act 2000 a centre is required to report to the N.E.W.B.**

Late arrival to classes in the morning is unacceptable as it causes disruption. Students arriving late will be listed in the incident book; this will affect training allowance payment.