# Attendance and Punctuality Policy

This policy applies all stakeholders – students, parents, guardians and teachers. It is the policy of Youthreach centres to encourage good attendance and punctuality. 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.

## A student attendance policy is necessary to ensure

* All students of whom this 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.

## 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

* Parents must write a note of explanation for all absences. 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 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 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) 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.**