

# YOUTHREACH

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## Attendance policy

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It is important that learners who enrol on the Youthreach programme make the most of their time here. In order to gain maximum benefit from the programme, it is important that learners attend the centre each day, and while in the centre that learners attend their timetabled classes. The following policy outlines the rules and regulations in relation to you attending Youthreach Ballinrobe. A review of this policy will take place annually.

### Signing In & Out

- Learners are required to clock in by use of fingerprint before 9.30am and sign out by the same means, at 4.30pm each day.
- Any Learner who does not sign in and/or sign out may not receive their full allowance.
- It is the responsibility of the Learners to ensure that they sign in and out.
- Learners must attend their classes during the day.
- Teachers will check their class roll list against the clocking machine and will inform the Co-ordinator of absent learners. Signing in but not in class is listed as a serious offence in our Code of Conduct.
- Learners will not be paid if they do not attend their classes.

### Leaving training without permission

In the event that a learner leaves training without permission, a parent/ guardian will be informed by a text message and/ or phone call. At this point Youthreach Ballinrobe is no longer acting in 'loco parentis'.

Before the learner can return to training, an interview will be held with the learner and parent/guardian and Co-ordinator to find out why the learner left and to decide on how to proceed.

### Absenteeism

Absenteeism will be addressed as outlined in MSL ETB attendance policy.

This policy was reviewed on the 27<sup>th</sup> June 2016.