

Attendance policy

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 Kiltimagh. A review of this policy will take place annually.

Signing In & Out

- Learners are required to be in before 9.00am and sign out by at 3.40 pm Mon-Thurs and 1.20pm on Fridays
- 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 can check their class roll list against school roll book and will highlight any discrepancy. Signing in but not attending class is considered a serious offence in our Code of Conduct.
- Learners will not be paid if they do not attend their classes.

CO-ORDINATOR
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Leaving training without permission

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

Before the learner can return to training, an interview will be held with the learner 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 policies.