



Document:	Attendance Policy for Youthreach Students
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ATTENDANCE POLICY FOR YOUTHREACH STUDENTS

Purpose

Attendance is a key component in student achievement, progression, and preparation for employment. Regular attendance and academic attainment are closely linked. Students who actively participate in their learning by attending their scheduled classes regularly are more likely to:

- Enjoy a rewarding experience in which their knowledge, skills and abilities are developed.
- Successfully complete the programme.
- Attain better results.

The Student Attendance Policy has been developed as part of the Cork ETB Youthreach Centres' commitment to providing a supportive learning environment which enables all enrolled students to achieve their full potential.

Scope/to whom it applies

This policy applies to all students registered with a Youthreach centre.

Rationale

The Centre expects students to attend all scheduled classes and activities to successfully complete the programme. Employers have high expectations with regards to attendance and punctuality in the workplace. We similarly have high expectations for our students in relation to their attendance and punctuality.

Every course or activity requires a commitment to attend **ALL** parts of the programme on offer fully and punctually. Any student unable to fulfil this commitment may be requested to leave the centre or activity.

Roles and Responsibilities

Centre Commitment

The Centre will record, monitor and report on the attendance of all students and will maintain attendance records in accordance with the Centres obligations to other organisations and bodies, including Cork Education and Training Board, The Department of Education and Skills, the European Social Fund and SOLAS.

As part of the Student support system within the Centre, there are regular reviews of students' progress, including a review of attendance, the completion of assessment requirements and the students' academic attainment. These reviews serve to assist students in managing their

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Youthreach is co-funded by the Government of Ireland, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

involvement and engagement with the programme and to identify areas where action is required either to assist in the achievement of their academic aims or, where Students are failing to engage with the programme, advising them on alternative study and/or career options.

Records of verbal and written communications with students with regards to attendance will be kept in order to identify patterns of non-attendance, and these records will be used to support the Centre in its management of student attendance and punctuality.

In the event of unsatisfactory attendance, the Centre is committed to advising students on the supports available to them, including the Centre's Counsellor and Mentor/Key Workers.

Promoting Attendance.

We promote attendance through ongoing praise of attendance.

- Management, Mentor/Key Worker and staff will highlight good attendance in the classroom.
- Specific incentives may be offered to students to encourage attendance.
- At the end of the center report, student's level of absence is identified and compared to the class average attendance.
- At the initial meeting of parents of any new students, the importance of attendance will be highlighted.

Student Responsibility

- Punctual attendance for all their timetabled classes
- If students arrive late to the centre, the onus is on the student to ensure that their attendance is recorded.
- Student/Parent/Guardian are expected to report any absence due to illness or other reason to the Coordinator or Resource Person on the first and any subsequent day of absence.
- Avoid unnecessary absences.
- Medical and other personal appointments, except in the case of emergency, should be scheduled for outside of centre hours if possible.

Approved Absences

Annual leave

Students are expected to attend the programme for a minimum of 209 days. There is no entitlement to annual leave other than for such periods of holiday and centre closure as are set out by the Cork ETB.

Payment of allowances at Christmas, Easter and summer

Payment of training allowances at Christmas and Easter should be based on prior attendance of the preceding term, i.e. August – Christmas, January-Easter and Easter - Summer. Payment of training allowances during the summer may be paid where a student is continuing in the programme. Where students have completed the programme their entitlement to an allowance ceases on their last day in the centre.

Certified Sick Leave

Students are entitled to claim up to seven full days certified sick leave during each academic year. This may be claimed in respect of full or half days. Certificates must be filed and available for inspection. For any certified absences more than this a commensurate deduction of training allowance should be made.

Uncertified Sick leave.

Students are entitled to claim up to three full day's uncertified sick leave during each academic year. This may be claimed in respect of full or half days. Explanatory letter from the student must be filed and available for inspection. For any illness related absence more than this a commensurate deduction of training allowance should be made.

Maternity Leave

Students are not entitled to a training allowance while on Maternity leave. Centres should have a place available for students who wish to return to the programme following maternity leave.

Appointment days

No limit is set regarding the number of days on which a student may (a) meet with social workers, other health or social care personnel or members of the Garda Síochána or (b) attend court. All meetings should be notified to the Co-ordinator or Resource Person. Explanatory letters with proof of appointment from parent/guardian and or students must be filed and available for inspection.

Bereavement leave

Students are entitled to up to 3 days bereavement leave following the death of an immediate relative. One day may be taken for funerals of other relatives/friends at the discretion of the Co-ordinator. Further leave may be granted at the discretion of the Co-ordinator where this is deemed necessary. Records must be kept of all such absences and these must be available for inspection.

Emergency suspension of programme activities

From time to time it may be necessary or beneficial to suspend normal programme activities, for example because of a critical incident, an outbreak of illness or a tragedy involving members of the centre community. Where such is the case, arrangements are at the discretion of the Cork ETB.

Unapproved Absences

If a student does not complete a full day an appropriate deduction may be made from their allowance.

Any student who is absent from the Centre for 20 days may lose their place in Youthreach. Cork ETB Youthreach centres operate a multi-tiered approach to support attendance. Parent/guardian, where the student is under 18, and students over 18 will be notified when 10 days have been missed, 15 days missed, and when their place has been forfeited. Students can reapply for their place after forfeiture.

If a student is under 16 the EWO will be notified. Letters to the Department of Social Protection can be supplied to students as requested.

Appeal of Termination

An appeal can be made against the decision of Centre Management to withdraw a student's place on the Youthreach programme based on the students record of attendance. Appeals shall be put in writing by the Parent/Guardian or student on the official form (Appendix 1: Application Form for the Appeal of Youthreach Expulsion or Refusal to Admit) to the Director of Further Education and Training, Cork ETB, 21 Lavitt's Quay within 10 working days of receipt of the notification. The application must include a rationale for the appeal. The Director of Further Education and Training will arrange a hearing by the CETB Appeals Board as appropriate.

Note: A record of the Suspension and/or Expulsion will be retained the Students file in accordance with Cork ETB Data Retention Schedule for Centres.

Confidentiality and Disclosure

All records in respect of attendance will kept in accordance with the Centres and CETB's Privacy Statement and Data Protection Policy and Procedures.

Appendix 1: Application Form for Appeal of Youthreach Expulsion or Refusal to Admit

Please complete this form in BLOCK letters and send to the Director of Further Education and Training, Cork ETB, 21 Lavitt's Quay, Cork **within 10 working days** of receiving official notification of expulsion or refusal to admit.

This form should be completed by a parent or guardian when the students is under 18 years of age.

Please refer to CETB Youthreach Admissions, Attendance and Code of Behaviour Policies for further information.

Student Name:
Parent/Guardian Name (if student is under 18):
Address:
Contact number:
Email address:

Reason for your appeal (please tick one box only)	
Refusal to admit student to Youthreach	<input type="checkbox"/>
Expulsion due to breach of the Youthreach Code of Conduct	<input type="checkbox"/>
Termination due to not fulfilling attendance requirements	<input type="checkbox"/>
Explain the reason for this appeal application	
Print Name:	
Signature:	Date: