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| Attendance Policy |

Youthreach Ballina offers a full time programme for our learners and we expect them to attend on time every day.

The following policy outlines the rules and procedures in relation to attending Ballina Youthreach. This policy is reviewed regularly.

* Learners are obligated to contact the office before the start of the day if they are going to be absent.
* All learners are required to sign in on arrival in the centre and to sign out the conclusion of the day.
* It is the learner’s responsibility to ensure that they sign in and out.
* Failure to sign in / out correctly may result in training allowance deductions.
* Records of attendance and punctuality are maintained and monitored daily.
* Poor attendance and timekeeping may result in disciplinary actions.
* All learners must inform staff if they intend to leave the centre early- failure to do this will result in Ballina Youthreach no longer acting in “loco parentis”.
* Training deductions for absenteeism will be addressed as outlined by the MSLETB guidelines.

This policy was reviewed on 2/9/21