Ballina Youthreach Attendance Policy 2026-2027

Purpose

Ballina Youthreach provides a full-time education and training programme. Regular attendance and punctuality are essential to support learners in achieving their personal, educational and vocational goals. This policy outlines the expectations, procedures and supports relating to attendance at Ballina Youthreach.

Attendance Expectations

- Attend the centre every day unless prevented by illness or an authorised absence.
- Arrive on time for the start of the programme day.
- Participate fully in all scheduled classes, workshops, work experience and programme activities.
- Notify the centre as early as possible if they are unable to attend.

Reporting Absences

- The learner (or parent/guardian where appropriate) should contact the centre before the start of the day.
- A reason for the absence should be provided.
- The centre may request supporting documentation where appropriate, including medical certificates for extended absences.

Sign In and Sign Out

- Sign in on arrival.
- Sign out when leaving the centre.
- Ensure their attendance is recorded accurately.
- Failure to sign in or sign out may result in attendance being recorded incorrectly and may affect training allowance payments where applicable.

Leaving the Centre During the Day

- Learners must obtain permission from a staff member before leaving the centre during programme hours.
- Learners must sign out when leaving and sign back in if returning.
- Learners must obtain permission from a staff member before leaving the centre during programme hours.
- Failure to notify staff before leaving the centre will result in Ballina Youthreach no longer acting in loco parentis and accepting no responsibility for the learner for the duration of that absence.

Monitoring Attendance

- Attendance and punctuality are monitored daily.

- Where attendance concerns arise, staff will engage with the learner, offer supports, involve parents/guardians where appropriate and address concerns through learner support and disciplinary procedures.

Training Allowance

- Training allowances are paid in accordance with Department of Education and Mayo, Sligo and Leitrim ETB regulations and guidelines.
- Learners will not be paid for absences, including absences that may be unavoidable due to illness, appointments or other personal circumstances, except where approved under relevant ETB procedures.
- Unauthorised absences, persistent poor attendance, excessive absenteeism or poor punctuality may result in training allowance deductions and may also lead to disciplinary action in accordance with the Ballina Youthreach Code of Behaviour and Disciplinary Procedures..

Promoting Positive Attendance

- Creating a welcoming, inclusive and supportive learning environment.
- Supporting learners experiencing difficulties affecting attendance.
- Encouraging learners to develop positive habits of attendance, punctuality and engagement.
- Working collaboratively with families, agencies and support services where appropriate.

Review

This policy will be reviewed annually or as required in response to legislative, organisational or operational changes.

Policy Review Date: September 2026

Next Review Date: September 2027