

Attendance policy

POLICY INTENDED FOR:	Staff, Students
CATEGORY:	Safeguarding
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

At ProEd, we place great importance on student attendance and punctuality, as they are essential for achieving the best learning outcomes and ensuring a safe and enriching experience. This policy outlines our expectations for attendance, procedures for monitoring, and the steps we take in case of absences to support student welfare and engagement.

Attendance Expectations

All students are expected to:

- Attend all scheduled classes, activities, and excursions as part of their programme.
- Arrive punctually for all sessions and sign in at the designated attendance points.
- Notify a member of staff in advance if they are unable to attend due to illness or other valid reasons.
- Non-residential students must check in and check out at the designated area each day. Residential students must adhere to curfew and attendance rules outlined by the pastoral care team.

Monitoring Attendance

Attendance is monitored by ProEd staff through:

- Daily Registration: Conducted at the beginning of each class and activity session.
- Sign-In and Sign-Out Procedures: Students must sign in and out whenever they leave the teaching or accommodation premises.
- Supervised Activities: Staff will maintain records of attendance during all supervised activities and excursions.

Response to Unexplained Absences

If a student is unaccounted for beyond 20 minutes, the following steps will be taken as outlined in the Missing Student Response Plan:

In-Class Hours (10:00 AM – 5:00 PM)

- Staff will attempt to contact the student and check their dormitory (for residential students) or verify their attendance at class.
- If the student is not found, the matter will be escalated to the Senior Leadership Team (SLT) and the Designated Safeguarding Lead (DSL).

Out-of-Class Hours (5:00 PM – 9:00 AM)

- Staff will check allocated activities and dormitories for residential students.
- If the student is still unaccounted for, the SLT will be informed, and safeguarding measures will be put in place.

Reporting and Record-Keeping

All attendance records will be securely maintained and monitored to ensure student safety and compliance with safeguarding policies. Parents/guardians will be informed of any significant attendance concerns.

Contact Information

For any queries, please contact the course office at: info@proedetal.com