

## Attendance policy

<b>POLICY INTENDED FOR:</b>	Staff, Students
<b>CATEGORY:</b>	Safeguarding
<b>POLICY IMPLEMENTED BY:</b>	Managing Director
<b>POLICY MONITORED BY:</b>	Operations Team
<b>REVIEWED BY:</b>	Managing Director
<b>EFFECTIVE DATE:</b>	03/02/2026
<b>REVIEW DATE:</b>	03/02/2027 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.
- 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 students 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 Designated Safeguarding Lead (DSL) and ProEd management.

### **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 DSL 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 [admissions@pro-ed.com](mailto:admissions@pro-ed.com)