



# Heroes Centre LTD

## **Attendance**

### **POLICY**

#### **March 2024**

**POLICY CREATED BY MR. S. GHALIB**

## **Attendance Policy - Heroes Centre Limited**

### **Purpose:**

Heroes Centre Limited is committed to ensuring regular attendance of all children enrolled in our programs including tuition, childcare, after school groups, holiday programs, and home education. This policy outlines the procedures and expectations regarding attendance for both parents and staff.

### **Responsibilities:**

1. **Kriti's Role:** Kriti, who has Level 2 safeguarding training, is designated as responsible for completing attendance records for all children. This task is to be performed daily without fail.
2. **Parents' Responsibility:** Parents or guardians are required to notify Heroes Centre Limited promptly if their child is unable to attend any scheduled program. Notification methods include:
  - Phone call to our designated business line: 01922 322411
  - Message via our business WhatsApp number: 01922 322411
  - Any other official communication channels provided by Heroes Centre Limited.

### **Attendance Recording:**

1. **Daily Attendance:** Kriti shall maintain accurate and up-to-date attendance records for all enrolled children. These records shall be documented daily, reflecting the attendance status of each child.
2. **Absence Notification:** In case of absence, parents or guardians are required to notify the center before the scheduled program begins. This allows for proper documentation and ensures the safety and well-being of the child.

### **Absence Management:**

1. **Unplanned Absences:** If a child is absent from a scheduled program without prior notification from the parent or guardian, Heroes Centre Limited shall make reasonable attempts to contact the parent or guardian to ascertain the reason for the absence.
2. **Extended Absences:** In cases of prolonged absences due to illness, family emergencies, or other circumstances, parents or guardians are encouraged to keep the center informed. Extended absence may require additional documentation as per the center's discretion.

#### Consequences of Non-Compliance:

1. Documentation: Failure to comply with the attendance policy may result in the child's attendance record being marked as absent without valid reason. This may impact the child's progress and participation in the programs offered by Heroes Centre Limited.
2. Communication: Persistent non-compliance with the attendance policy may necessitate a formal meeting between the center's management and the parents or guardians to address concerns and find suitable solutions.

#### Review and Amendments:

1. Regular Review: This attendance policy shall be subject to periodic review to ensure its effectiveness and relevance to the operations of Heroes Centre Limited.
2. Amendments: Any proposed amendments to this policy shall be communicated to all stakeholders in a timely manner, and their feedback may be considered before finalizing the changes.

#### Conclusion:

Heroes Centre Limited considers regular attendance as vital for the successful delivery of its educational and childcare programs. By adhering to this policy, we aim to foster a culture of responsibility, accountability, and communication among all stakeholders involved.