

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB

www.deboraelijah.com; pa@elijahsocialskills.co.uk; 0740 588 9912



Attendance Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Coordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

Regular attendance is an essential part of successful and effective intervention as this assists the child in reaching goals and making progress throughout the intervention. The following attendance policy reflects the needs of parents/carers and child/ren, as well as the needs of the Elijah Social Cognitive Skills Centre (ESCSC).

It is important to maintain consistency in attendance for the child to gain the most benefit from their PROSCIG© intervention programme. Furthermore, at a young age, continuity and consistency are important contributors to a child's well-being and progress.

Parents/carers are asked to sign a registration contract when their child starts ESCSC, which includes reference to adherence to the attendance schedule laid out in the intervention programme proposal provided as part of the first consultation report.

Procedure of Attendance

- Children should be at the Elijah Social Cognitive Skills Centre on time for the start of their intervention session unless the reason for the absence is unavoidable.
- Children will only be accepted at ESCSC at the start of their intervention programme start time.
- Parents are expected to inform the Elijah Social Cognitive Skills Centre of an absence as soon as possible either through phone or via email. The ESCSC hold the right to **only** compensate sessions that have been cancelled at least 24 hours in advance.
- If the child is more than 15 minutes late to a session without notice, the ESCSC staff will contact parents/carers in order to determine a reason for the lateness.
- Any challenges with consistent attendance are best resolved between the Elijah Social Cognitive Skills Centre, the parents/carers, and the child. Children could sometimes be reluctant to attend the Elijah Social Cognitive Skills Centre. If a child is reluctant to attend, it is never a good idea to cover

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up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make progression through the intervention more challenging. Cooperation between parents/carers and the Elijah Social Cognitive Skills Centre is the best way to support children's well-being needs. Parents/carers are expected to contact the Elijah Social Cognitive Skills Centre at an early stage and to work with the staff in resolving any problems together.

- Parents/carers of children whose attendance is inconsistent and generally poor will be contacted by ESCSC and a meeting will be organised to resolve challenges with consistent attendance. If there is cause for concern, it may be necessary to discharge a child from the intervention programme.
- Although attendance at Elijah Social Cognitive Skills Centre is not statutory, authorised absence is only normally granted for emergencies and medical appointments. All planned absences must be requested in writing by emailing pa@elijahsocialskills.com at least 2 weeks before the absence. Holidays will be marked as such in the register.
- The Elijah Social Cognitive Skills Centre holds the right to only compensate on sessions for emergency absences that have been booked at least 24 hours in advance e.g., sickness.
- Contacting the ESCSC regarding emergency absences could be done via email or phone (text message) during non-working/weekend hours. However, these will only be acknowledged and replied to during working hours.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.