







Where normal school timetable does not apply, Mentors will take attendance for their Group at the beginning of the day and once more throughout the event.

It is necessary for student safety that all staff contribute as proactively as possible to the accurate recording of student attendance. All staff are encouraged to openly seek assistance and ask questions about the above procedures. School administration and leadership will be proactively helpful whenever approached regarding student absences, as this will provide a much higher level of teamwork, efficiency and ultimate compliance.