



GIRL ON FIRE

16. Enrolment, Eligibility And Attendance

Owner: Course manager

Publish the course aims, age range, dates, venue/platform, fees, facilitator qualifications, support available and any genuine prerequisites. State whether certificates record attendance or assessed achievement. Avoid unsupported claims of accreditation or guaranteed outcomes.

Apply approved eligibility criteria fairly. Confirm appropriate parental/carers arrangements for children and consent for any necessary referrals. Collect only relevant information; offer confidential adjustment discussions and do not require personal trauma narratives. Give participants the privacy notice, conduct rules, complaints route and cancellation terms before commitment.

Maintain an attendance register securely. Agree proportionate follow-up for unexpected absences, especially for children or people with a specific support plan. An absence alone is not proof of a safeguarding incident; assess context. Keep under-18 arrival/collection arrangements under policies 19-20.

Explain any attendance requirement before enrolment. Offer recovery or alternative learning where reasonable. Participants may withdraw by contacting GOF Staff. Before exclusion, assess safety, facts, adjustments and alternatives; provide reasons and review rights, subject to immediate protective action. Record decisions and any fee implications fairly.