

Attendance and Punctuality Procedure Policy

Community Learning Services require its learners to have exceptionally high standards of attendance at all planned sessions to ensure they will achieve, succeed, and progress. We expect learners to demonstrate the key employability skill of exceptionally high attendance and punctuality.

Purpose

This policy outlines the responsibilities of Community Learning Services, the learner and employer for learners' attendance.

The Apprenticeship Agreement also signed by the learner, employer and Community Learning Services confirms the required commitment to regular attendance and contribution to training towards the successful completion of an apprenticeship or course.

The Attendance and Punctuality Procedure will ensure that Community Learning Services provides a consistent approach to the completion of registers and attendance information.

Community Learning Services will

- Issue every learner with a learner handbook plus Important Information Policy & Procedures Handbook at the outset of their programme or course and work with learners to maintain a minimum of 90% of attendance rate.
- Start cause for concern action after two consecutive days of unauthorised absence or lateness occurs.

Responsibilities of the apprentice:

- Learners must be familiar with the content and expectations within the Community Learning Services Learner Handbook and Important Information Policy & Procedures in relation to attendance and punctuality.
- Attend work and training as agreed.
- Advise the employer of sickness or absence, and their Community Learning Services Tutor/Assessor
- Agree annual leave with their employer and advise their Community Learning Services Tutor/Assessor
- Contact Community Learning Services immediately if employment ceases or changes
- Arrive for training sessions/coaching meeting 15 minutes before appointment/session

Responsibilities of the employer:

- Agree working and training hours
- Fully participate in progress reviews for apprentices as agreed
- Advise Community Learning Services immediately if a learner is absent for a Tutor/Assessor visit or leaves employment
- Release learners for all planned training sessions

Tutor/Assessor responsibilities:

All staff in all roles and at all levels are accountable for understanding their responsibilities under this policy, and it is the responsibility of staff across Community Learning Services to ensure that the procedure is adhered to as detailed and within the stated time frames.

- Overall responsibility for each learner in their cohort.
- Use information communicated from Tutor to identify learners at risk of leaving early (withdrawals) due to attendance.
- Discussions to be had when the learner is visited at employer premises regarding attendance and punctuality overview.
- Responsible for monitoring attendance for training.