



Learner Attendance, Punctuality and Retention

Eastern Region Training Group Ltd

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Introduction

At Eastern Region Training Group (ERTG) we provide a supportive learning environment which recognises every learners' rights and responsibilities at all times. In order to achieve this the following procedure sets out our expectations on attendance, punctuality and retention.

Statement

ERTG has high expectations of all learners and will ensure that all have the opportunity to excel in their chosen course of study. To enable learners of all ages to succeed, the ERTG expects that learners will attend all of their scheduled lessons on time and ready to learn.

Objectives

The purpose of the Learner Attendance, Punctuality and Retention Procedure is to ensure high standards of learner achievement through consistent attendance whilst providing a clear framework within which the ERTG operates. This procedure provides a framework for staff dealing with learners at risk of withdrawing from their course of study.

Responsibilities

Operational responsibility lies with Course Tutor or Apprenticeship Officer, who should record any actions taken. The administrator/Apprenticeship Officer should inform parents/employers/partners within 5 working days. In the event of withdrawal, the Head of Apprenticeships assumes responsibility.

Related Policies, Procedures and Codes of Practice

1. Learner Disciplinary Policy & Procedure
2. Learner ILP
3. Learner Code of Conduct

Procedure

Punctuality:

All learners are expected to arrive on time for the start of lesson, return from break and/or lunches. If learners are late, they must have a valid reason. It is down to the tutor's discretion if the learner is allowed to join the group. If a learner is not able to join the group and referred to a separate classroom to complete work, they are to join their group at an appropriate time, previously agreed with their tutor. All learners are expected to stay in attendance until the end of their lesson

Attendance:

All learners are expected to show at least 90% attendance on course registers.

In the event of an absence the learner is responsible for letting the Course Tutor or Apprenticeship Officer know the reasons for the absence as soon as possible in cases of illness, family emergency or other pressing reason. It is expected that learners inform us on the first day of their absence by 09.00am. Learners are not requested to obtain a sickness note from their doctor.

Learners must gain permission in advance from your Course Tutor or Apprenticeship Officer, if they are seeking to be absent from a future lesson or lessons, for example, in cases of family emergency or for a personal reason. Learners must catch up on any missing work or planned assessment activity.

Failure to fulfil learner responsibilities:

Where a learner neglects to fulfil their responsibilities in respect of attendance or punctuality, they will be placing themselves at risk of disciplinary action under the terms of the disciplinary policy.

On your return to ERTG:

The learner will be supported by discussing with them how they can catch up with their work, for example, by giving additional handouts of the work that has been missed. Personal support will also be offered to enable the learner to cope with a period of settling back into their course.

Any learner who wishes to leave, having completed their course early, must put in writing the reasons of early completion to the Apprenticeship Manager. Upon agreement, the Apprenticeship Manager will confirm in writing and ensure the team process all the relevant leaving documentation.