

1. Purpose

The purpose of the policy is to improve learner attendance and timekeeping, in line with PQMS' exceptionally high standards of attendance and therefore contribute to student retention, achievement and employability skills. PQMS wants all students to achieve their qualification for which they have been registered.

For Learner's to be successful, it is important that they engage fully with their training plan. This engagement includes attending all formal teaching sessions; completing directed & independent study activities outside of scheduled teaching; and undertaking all assessments.

PQMS monitors student attendance, making use of attendance registers (which Assessors/Trainers complete) in a way that is appropriate for the programme. PQMS also offers support to Learner's facing difficulties which may hinder their progression.

2. Procedure

Learners will be advised about attendance requirements and the importance of attending classes, both orally and in writing, through mechanisms such as induction events, notifications from scheduling system (where activated) and by text message and email the week prior to your block training.

Employers are provided attendance notifications the week preceding training and attendance reports the week following training.

Procedures for Learner's notification of absence are made clear to all apprentices during induction, by our Assessor's/Trainers.

The expectation is that all students will have 100% Attendance and Punctuality. The target for attendance is 95% and warning thresholds have been set at 90%.

Learners with persistently poor attendance/punctuality will be put "At Risk" and reviewed weekly by the Apprenticeship Co-ordinator.

All delivery staff are expected to positively challenge lateness.

Attendance and punctuality targets are monitored periodically by staff, discussed during review with employers, apprentices and assessors.

Absences can only be authorised in advance, as It is not expected that Learners will need to authorise an absence, or to miss classes regularly.

Sickness whilst in attendance on site, if a Learner becomes ill during the day they must contact their Assessor/Trainer before leaving the premises to authorise their absence.

3. Learner responsibilities

Attend all their timetabled sessions which make up their learning programme.

Obtain permission from the class trainer at the start of the session if you have a requirement to leave class earlier than set finishing time (attendance will be recorded on register).

Arrive at the start of the sessions properly equipped and prepared.

If late, enter the class quietly with minimum disruption to the session and explain to the trainer at an appropriate point.

Contact PQMS by 8.00am on their first day of absence explaining their absence and indicating its duration.

Arrange medical appointments, driving lessons, and any other appointments that are non-emergency in their own time.

4. Staff Responsibilities

Be in the classroom, prepared and ready to start their session on time and where possible no fewer than 5 minutes before the beginning of the session.

All staff are expected to positively challenge lateness.

Use information communicated from the apprenticeship management team to identify apprentices at risk of leaving early (withdrawals) due to non-attendance.

Discussions to be had when the learner is visited at employer premises or when a remote meeting is carried out regarding attendance. If a safeguarding issue is suspected this must be reported via "My Concern" reasons for poor attendance must be recorded on ICQ e-portfolio.

Monitoring attendance and non-attendance for training and have an awareness of the attendance at work.

5. PQMS

Issue every learner with an individualised learning plan at the outset of their programme detailing who to contact when reporting absence and work with the apprentices to maintain 100% attendance rate.

Report absence in a timely manner to the apprentice's employer.

The reinforcement of positive behaviours to improve attendance by Learner is expected of all training staff. Motivational language should be used to ensure that Learners understand the importance of their attendance in all aspects of their learning programme.

The Apprenticeship team will ensure that classes are fully covered for staff absences or rescheduled for suitable alternative times. Under no circumstances will classes be cancelled and Learners sent home for this reason.

Walk-throughs are encouraged to ensure that a consistent message is being conveyed about attendance, especially in the first weeks of the apprenticeship so bad habits are not formed.