

Attendance Matrix - Apprenticeship Attendance and Punctuality Action Process			
NB all attendance records are against Academy Remote and Face to Face sessions	Punctuality	Block Absence	Attendance
<p>Stage 1</p> <p>Caseload tutor will deal with attendance shortfall by means of an improvement meeting with learner. In such instances learner to be advised:</p> <ul style="list-style-type: none"> of the Academy's Code of Conduct of the standards of attendance and punctuality expected and policy that any further repeats will be dealt with under the next stage of the policy 	<p>1st instances of lateness below 94%</p> <p>This will be activated and measured following the 6-week QA process</p>	<p>Learner non attendances of one training day with rationale</p>	<p>Attendance falls below 90%</p> <p>This will be activated and measured following the 6-week QA process</p>
<p>Stage 2</p> <p>Caseload tutor to:</p> <ul style="list-style-type: none"> Hold a meeting with the Learner Issue learner with performance meeting form in outlining the expected improvements to attendance and/or Punctuality Learner to receive a copy of the form and expectation Employer to receive copy and of next stage <p>Keep Academy line manager informed on this stage and below</p>	<p>Learner 2nd lateness continues to fall below 91%</p>	<p>Learner non-attendance 2 continuous training days with little or no reasonable rationale</p>	<p>Attendance falls below 80%</p>
<p>Stage 3</p> <p>Employer and caseload tutor to:</p> <ul style="list-style-type: none"> Issue Formal verbal warning Issue learner with performance meeting and list of expected improvements to attendance and/or Punctuality Retain a copy of the form on learner file for 12 months Provide learner a copy of verbal warning Send a copy of the completed form to learners Parent / Carer / Key Worker / Employer Advise Learner, if any further repeat of poor Punctuality or attendance, will enter the next stage of this procedure Also contact employer where meeting will now need to take place in meeting expectations 	<p>Continued lateness Below 90%</p>	<p>Continued learner non attendances Exceeded 3 consecutive days</p>	<p>Attendance falls below 75%</p>
<p>Stage 4</p> <ul style="list-style-type: none"> Hold a meeting with Learner and Parent / Carer / Key Worker / employer Issue Formal Written warning Issue learner with performance meeting and list of expected improvements to attendance or Punctuality Retain a copy of the form on learner file for 12 months Give learner a copy of the form Send a copy of the completed form to learners Parent / Carer / Key Worker / Employer Keep line manager informed <p>Advise Learner, if any further repeat of poor Punctuality and/or attendance, will enter the next stage of this procedure programme a high risk.</p> <p>Meeting to be held with employer to discuss next steps</p>	<p>No improvement from learner</p>	<p>Issues continue with no improvement</p>	<p>Attendance continues to fall below 70%</p>
<p>Stage 5 - Final Warning: Issued and where no improvements identified – Liaise with Academy Line manager</p>			

NB – All Learners must attend an initial meeting stage 1 prior to issuing any other stages. lateness will also be tracked via the webinar session records and will be included within the above.

Learner Attendance and Punctuality Performance Meeting (Apprenticeship)

Learner Name	
Caseload Tutor	
Employer	

Date	
Attendance %	
Punctuality %	

Meeting		Verbal		Written		Final	
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Attendance comment/Areas of Improvement

Punctuality comment/Area of Improvement (Against Academy and Remote webinars)

Learner Comments	Employer Comments

(Retain copy in file, learner, and employer to receive copy)

Signed Learner: _____

Signed Caseload Tutor: _____