

| 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 to action on all attendance shortfall by means of improvement and meet with learner. In FIRST instance 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 instance of lateness</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 steps <p>Keep Academy line manager informed on this stage and below</p> | <p>Learner 2nd lateness continues and where 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>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 Contact employer and where required a meeting to take place in meeting expectations | <p>Continued lateness and where 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, where required 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.

[https://reflectionstrainingacademy-](https://reflectionstrainingacademy-my.sharepoint.com/personal/lucy_reflectionstraining_co_uk/Documents/Lucy/Policies and Procedures)

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2024/Learner Attendance Policy/Apprenticeship Programme Attendance and Punctuality action process V7

February 2024.docx

Learner Attendance and Punctuality Performance Meeting (Apprenticeship)

| | |
|-----------------------|--|
| Learner Name | |
| Caseload Tutor | |
| Employer | |

| | |
|----------------------|--|
| Date | |
| Attendance % | |
| Punctuality % | |

| | | | | | | | |
|----------------|--|---------------|--|----------------|--|--------------|--|
| Meeting | | Verbal | | Written | | Final | |
|----------------|--|---------------|--|----------------|--|--------------|--|

| 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: _____