Reflections Training Academy

Hairdressing - BARBERING

Educate to Innovate

NEXT LEVEL

Apprenticeships | Skills | Training

Next Level is the Business Development Group of Reflections Training Academy

Apprenticeship Attendance and Punctuality Process

NB all attendance records are against Academy Remote and Face to Face sessions	Punctuality	Block Absence	Attendance
Stage 1 Caseload tutor will action on learner attendance shortfall by means of improvement and meet with learner. In **FIRST** instance learner to be advised: • 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	1st instance of lateness (lateness is defined as joining your sessions past your expected arrival time) This will be activated and measured following the 6-week QA process	Learner non attendances of one training day with rationale	Attendance falls below 85% This will be triggered following 6-week period
Stage 2 Caseload tutor will: • 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 will receive copy and of next steps **Keep Academy line manager informed on this stage and below**	Learner 2nd lateness continues falls between 88% and 85%	Learner non-attendance 2 continuous training days with little or no reasonable rationale	Attendance falls between 84% and 75%
Stage 3 **Caseload tutor will (once spoken to line manager):** • 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	Continued lateness and falls below 84%	Continued learner non attendances Exceeded 3 consecutive days	Attendance between 74% and 70%
Stage 4 **Caseload tutor will (once spoken to line manager)** • 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, provide learner with copy • Send a copy of the completed form to learners Parent / Carer / Key Worker / Employer • Keep line manager informed Advise Learner, if any further repeat of poor Punctuality and/or attendance, will enter the next stage of this procedure programme a high risk. Meeting to be held with employer to discuss next steps	No improvement from learner	Issues continue with no improvement	Attendance continues to fall below 70%
Stage 5 (once spoken and agreed with line manager)- Final Written Warning Issued where no improvements identified			

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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: _____