

LAST REVIEWED: 5 MAY 2026

Attendance & Engagement Policy

Apprenticeship Programmes – Riverside Training (Spalding) Ltd

SECTION 1

Purpose

This policy outlines expectations for learner attendance, engagement, and participation across all apprenticeship delivery, including masterclasses, workshops, and reviews. Consistent attendance is essential to ensure progress, compliance with funding requirements, and successful programme completion.

SECTION 2

Attendance Expectations

All learners are required to:

- Attend all scheduled training sessions, including monthly masterclasses and planned activities
- Arrive on time and remain present for the full duration
- Actively participate in sessions (camera and microphone enabled where required)
- Complete all assigned learning activities and off-the-job training

⚠ Attendance is not optional — it is a **core requirement** of the apprenticeship.

Key Principles

O1

Attend All Sessions

Every masterclass, workshop, and review is mandatory.

O2

Arrive On Time

Be present for the full duration of every session.

O3

Actively Engage

Camera and microphone enabled where required.

O4

Complete Activities

All off-the-job training must be evidenced.

SECTION 3

First Teach Attendance Requirement (Critical)

The first scheduled session ("First Teach") sets the foundation for the entire programme.

Non-Attendance Not Permitted

Missing the First Teach session is not an option under any circumstances.

Immediate Transfer

Any learner who does not attend will be immediately transferred to the next available cohort start date.

Non-Negotiable

Starting strong is essential. Missing the first session does not provide a suitable foundation for progression.

SECTION 4

Ongoing Attendance & Monitoring

Attendance is continuously monitored by the delivery team. Where a learner fails to attend a scheduled session:

→ Immediate Follow-Up

The Technical Trainer must contact the learner without delay.

→ Mandatory 1:1 Catch-Up

A catch-up session will be arranged to cover missed content.

→ Evidence Required

Missed content must be reviewed and formally evidenced.

SECTION 5

Failure to Re-Engage

If a learner does not respond to contact attempts, fails to attend 1:1 support sessions, or continues to demonstrate poor attendance, the following actions will be considered:

⊗ **Break in Learning** — A temporary pause of the programme may be applied.

⊗ **Withdrawal** — The learner may be withdrawn from the apprenticeship programme entirely.

These decisions will be made in line with funding rules and in consultation with the employer where applicable.

SECTION 6

Employer Involvement

Employers play a key role in supporting attendance and must:

- Ensure learners are released for all scheduled training
- Support learners in meeting off-the-job training requirements
- Engage with the training provider where attendance concerns arise

SECTION 7

Exceptional Circumstances

Genuine exceptional circumstances (e.g. illness, emergencies) will be considered on a case-by-case basis. However:

ⓘ Evidence may be required to support any absence claim.

⚠ Repeated absence will still trigger intervention processes, regardless of circumstances.

SECTION 8

Policy Enforcement

Failure to meet attendance expectations may impact:

Progress Reviews

Poor attendance will be formally noted.

Funding Compliance

Non-attendance risks funding eligibility.

Programme Continuation

Continued absence may end participation.

📄 This policy is **strictly enforced** to maintain quality, consistency, and successful learner outcomes across all Riverside Training (Spalding) Ltd apprenticeship programmes.