

Attendance and Punctuality Policy

Riverside Training (Spalding) Ltd

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INTRODUCTION

At RTS, we recognise that regular attendance and punctuality are key to the success of learners and apprentices. This policy sets out our expectations for attendance and punctuality to ensure that all learners make the most of the learning opportunities available to them and maintain a professional approach to their studies and work placements.

PURPOSE

The purpose of this policy is to:

- Ensure that learners understand the importance of regular attendance and punctuality.
- Set clear expectations for attendance in both learning sessions and work placements.
- Outline procedures for monitoring attendance and punctuality.
- Provide guidance on how to handle absences and lateness.
- Support learners in developing good habits that will prepare them for the demands of the workplace.

SCOPE

This policy applies to:

- All learners and apprentices enrolled in programmes with RTS.
- All staff responsible for delivering training, assessing learners, or managing apprenticeships.
- Employers providing work placements for apprentices.

ATTENDANCE EXPECTATIONS

1. Learning Sessions:

- o All learners are expected to attend 100% of their scheduled training sessions, including classroom-based learning, workshops, practical assessments, and online learning (if applicable).

- o Attendance is crucial for learners to meet the learning outcomes of their programme and achieve their qualification.

2. Workplace Attendance (Apprenticeships):

- o Apprentices must maintain regular attendance at their workplace in line with their employment contract and apprenticeship agreement.

- o Workplace attendance is monitored as part of the overall apprenticeship programme, and any absences from work should be managed in accordance with the employer's policies.

PUNCTUALITY EXPECTATIONS

3. Learning Sessions:

- o Learners are expected to arrive on time for all scheduled training sessions. Late arrival disrupts the learning environment and may affect the learner's progress.

- o Consistent lateness will be addressed, and habitual lateness will be monitored and recorded as part of the learner's overall attendance record.

4. Workplace Punctuality (Apprenticeships):

- o Apprentices must arrive on time for work in accordance with their work schedule and the expectations of their employer. Punctuality is critical to maintaining a professional image and ensuring that workplace duties are fulfilled.

ABSENCE REPORTING PROCEDURES

5. Planned Absences:

- o Learners who need to miss a training session or day of work due to a planned reason (e.g., medical appointments, family commitments) must notify their trainer, tutor, or employer as early as possible. Ideally, this should be done at least 24 hours in advance.

- o Apprentices must also inform their workplace supervisor in accordance with company policies.

6. Unplanned Absences:

- o In the case of illness or an emergency, learners must inform their instructor or coach as soon as possible, ideally before the start of the missed session.

- o Apprentices must also notify their workplace supervisor of any unplanned absences from work in line with employer procedures.

7. Documentation for Absences:

- o For any extended or recurring absences due to illness (e.g., more than five consecutive days), learners may be asked to provide a doctor's note or other supporting documentation.
- o In cases where repeated absences occur, RTS may request additional documentation or conduct a review to assess how best to support the learner.

MONITORING ATTENDANCE AND PUNCTUALITY

8. Recording Attendance:

- o Attendance will be recorded at the start of every training session and reviewed regularly by skills trainer. Attendance records for apprentices will also be shared with employers where appropriate.
- o Apprentices' attendance in the workplace will be tracked by their employer and communicated to the training provider as part of ongoing monitoring.

9. Reporting Absences:

- o Learners' attendance rates will be reported during regular progress reviews and documented in their Skills Individual Learning Plan (SILP).
- o In the case of apprenticeships, any concerns about attendance or punctuality will be shared with the employer as part of a collaborative approach to supporting the apprentice.

10. Attendance Targets:

- o Learners are expected to maintain at least 95% attendance in all training sessions. If attendance falls below this level, action may be taken to address the issue.
- o Apprentices must meet their employer's expectations for workplace attendance, and poor attendance may impact the completion of the apprenticeship programme.

MANAGING POOR ATTENDANCE AND PUNCTUALITY

11. Initial Concern:

- o If a learner's attendance or punctuality becomes a concern (e.g., attendance drops below 95% or habitual lateness is observed), the learner will be invited to discuss the issue with their tutor or training coordinator.

- o The discussion will aim to understand any underlying issues and agree on steps to improve attendance or punctuality.

12. Formal Warning:

- o If there is no improvement following the initial discussion, or if attendance and punctuality issues persist, the learner may receive a formal warning.
- o For apprentices, the employer may also be involved in this stage to discuss workplace attendance or punctuality concerns.

13. Attendance Improvement Plan:

- o Learners with ongoing attendance or punctuality issues may be placed on an Attendance Improvement Plan (AIP). This plan will outline specific actions the learner must take to improve their attendance, along with any support they may need.

14. Disciplinary Action:

- o If there is no improvement following an AIP, or if a learner's attendance falls below 85%, further action may be taken, including suspension or removal from the program, depending on the severity of the issue and the individual circumstances.
- o For apprentices, persistent failure to attend the workplace may result in termination of the apprenticeship agreement in line with employer policies.

SUPPORT FOR LEARNERS

At RTS, we recognise that there may be genuine reasons for absences or lateness, including health issues, personal challenges, or external responsibilities. We are committed to supporting learners and apprentices to overcome these challenges. Support may include:

15. Pastoral Support: Learners facing personal difficulties can access pastoral care services to discuss any concerns and receive guidance or referrals to external support.

16. Flexible Learning Options: Where appropriate, learners may be offered flexible learning arrangements (e.g., additional learning resources, online sessions) to help them catch up on missed content or manage commitments.

17. Mentoring and Coaching: Apprentices may be assigned a mentor or development coach to provide additional guidance on time management, balancing work and study, and improving attendance.

18. Health and Well-being Support: Learners with health-related concerns will be supported with reasonable adjustments to their learning environment, such as extended deadlines, access to counselling services, or breaks in learning, where appropriate.

RECOGNITION OF GOOD ATTENDANCE AND PUNCTUALITY

We recognise that maintaining high attendance and punctuality is an important part of professional development. Learners who consistently demonstrate excellent attendance (e.g., 100%) and punctuality may be recognised through:

- Certificates of Achievement.
- Recognition in learner reviews or awards ceremonies.
- Positive references for future employers or educational opportunities.

MONITORING AND REVIEW

This policy will be reviewed annually or as needed to ensure it remains effective and aligned with the needs of our learners, employers, and staff. Attendance data will be regularly monitored, and any trends or issues will be addressed through support interventions or policy adjustments.