



LEARNER ATTENDANCE POLICY

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Table of Changes

Change Made:	By:	Date:	Version
Logos	R Broadhurst	12/06/20	1.1



Learner Attendance, Punctuality and Retention Procedure

Version	Date	Approved By
1		Quality manager

Learner Attendance, Punctuality and Retention Procedure

1 Introduction

1.1. At TTI Limited we provide a supportive learning environment which recognises every learners' rights and responsibilities at all times. In order to achieve this following procedure sets out our expectations on attendance, punctuality and retention.

2. Statement

2.1. TTI Limited has high expectations of all learners and will ensure that all will have the opportunity to excel in .

2.2. Their chosen course of study. To enable full time and part time learners (of all ages) to succeed, TTI Limited expects that learners will attend all their scheduled Sessions on time and ready to learn.

3. Objectives

3.1. The purpose of the Learner Attendance, Punctuality and Retention Procedure is to ensure high standards of learner achievement through consistent attendance whilst providing a clear framework within which the company operates.

3.2. This procedure provides a framework for staff dealing with learners at risk of withdrawing from their course of study.

4. Responsibilities

4.1. Operational responsibility lies with the Trainers who should record any non-attendance or punctuality on the register and the administration team must be notified within an hour on the start of the session.

4.2. The process for non-attendance is:

First missed visit/ session - If you do not attend your session your Trainers will complete a non-attendance form and re-book another session within the same month.

You are required to re-arrange a session for the same month as your funding is based on monthly visits, another missed visit could put your funding at risk.

You will be contacted by a member of the management team at TTI to confirm the cancellation. This will be classed as your first warning.

We do understand that some circumstances are unavoidable, and TTI will take this into account, looking at each cancellation on its own merit, especially if your previous attendance is 100%. Your cancellation will be logged onto your learning plan.

Second missed visit/ session. If you do not attend the second session your Trainers will complete a "Cause for Concern" form and re-book another session within the same week because your funding is based on weekly visits. You will be contacted by a member of the management team at TTI to confirm the cancellation. You will also be informed that should you miss a third meeting the funding WILL be withdrawn. This will be classed as your final warning.

Third missed visit/ session. If you do not attend this session, you will be contacted by a member of the management Team at TTI to confirm the cancellation and advise you that you will be withdrawn from your Course. You will be informed that your funding has been withdrawn due to non-attendance and your qualification will end.

5. Procedure

5.1 Your responsibilities:

5.1.1. Punctuality:

5.1.1.1. All learners are expected to arrive on time for: the start of session

5.1.1.2. If learners are late, they must have a valid reason. It is down to the Tutors discretion if the session is to go ahead

5.1.1.3. All learners are expected to stay in attendance until the end of their session

5.1.2. Attendance:

5.1.2.1 All learners are expected to show at least 90% attendance on program

5.1.2.2 To let your Tutor, know the reasons for your absence as soon as possible in cases of illness, family emergency or other pressing reason. You will normally inform us on the first day of your absence

5.1.2.3 To gain permission in advance from your Tutors if you are seeking to be absent from a future session or sessions, for example, in cases of family emergency or interview for University or employment.

5.2 Failure to fulfil your responsibilities:

5.2.1 Where you neglect to fulfil your responsibilities in respect of attendance or punctuality, you will be placing yourself at funding risk

5.3 Responsibilities of your manager

5.3.1 To report a learner absence from work to TTI or Trainer

5.3.2 To support the learner to catch up using the impact target plan agreed by the learner, Trainers and manager

5.4 On your return to TTI

5.4.1 We will support you by discussing with you how you can catch up and implementing an impact target plan agreed by you, your employer and your Trainer

5.4.2 We will provide personal support to enable you to cope with a period of settling back into your course.