

## Learner Absenteeism Guide



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### DOCUMENT CONTROL

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## Learner Absenteeism Guide

### Rationale for This Policy

We have a duty to ensure that our learners are safe. Where learners are not where they should be – either at their planned training location, work placement or at their place of employment – it is essential that providers know why the learner is absent.

Good attendance is demanded by employers and is, therefore, an indication of a learners' development of 'employability' and progression. Attendance is also required to support the guided learning required by learners to complete their qualification.

The Education Inspection Framework key judgement of learners' 'Personal development' is partly influenced by high levels of attendance.

### B2W Requirements

B2W accept that from time to time learners may be absent from their planned training, their work or their work placement for good reasons, for example:

- Sickness
- Medical appointments which cannot be made in the learners' own time
- Bereavement
- Time off to care for dependants
- Actions relating to a learner's absence

If a learner is unable to attend s/he (or a parent/carer or, in the case of adult learners, a family member) must report the absence before the agreed time of their attendance by calling the training centre and informing them of the reason for absence.

For non-medical absences, the training centre should be contacted on a daily basis until the learner returns.

Attendance to Off the Job learning weeks is required by all learners on an Apprenticeship standards to support their needs, deliver teaching and learning and to aid progression.

If no contact is made relating to a learner's absence, in most cases, a member of staff from the training centre should telephone the learner. This should not be treated as a substitute for reporting the absence.

If the provider is unable to make contact with the learner within 2 days then a letter should be sent to the learner and or, as appropriate to the parent/carer asking them to make contact.

If this is unsuccessful, the provider should attempt to make a home visit (following the provider's policy relating to any lone working or staff code of conduct). If this is unsuccessful the provider should send a final letter advising the learner that if they do not make contact within 5 days they will lose their place on the course.

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### **Longer Term Absence**

If a learner is likely to be absent for more than a week due to ill health or unforeseen circumstances, the provider should discuss this with the learner, parent/carer to agree a course of action. This action must be agreed by the Head of Department.

### **Return Form Absence**

It is good practice for the provider to conduct and record a discussion with the learner on any absence of over five days.