Attendance, absence and withdrawal policy

This policy outlines the responsibilities of DHA, employer and the apprentice for apprentices' attendance, absence and withdrawal during an apprenticeship. The apprenticeship commitment statement, signed by the apprentice, employer and DHA, sets out clearly the expectation to attend all sessions and to be punctual.

DHA will keep accurate attendance records and use these to monitor and identify apprentices at risk of withdrawal.

Will work closely with the apprentice and employer to ensure barriers to apprentices being punctual and attending sessions are limited.

Support apprentices and employers in the event of a planned Break in Learning.

Determine, within 28 days of an apprentice leaving training, their intention to continue the apprenticeship.

Encourage and support apprentices through appropriate careers, advice and guidance find alternative employment if required.

Confirm withdrawal in writing to the apprentice and employer should the apprenticeship leave early without completing their apprenticeship standard.

Apprentices should:

Attend monthly sessions on time as long as they are fit to do so.

Make their Trainer aware as early as possible if unable to attend a planned attend session.

Process for escalating issues relating to absence and lateness during apprenticeship programme.

DHA will attempt to resolve with the apprentice, allowing for any reasonable circumstances as communicated by the apprentice or employer.

Implement a performance action plan if lateness/non-attendance continues, making clear the expectations and consequences. This will be shared with apprentice and Team Manager.

Identify further actions as discussed at the fortnightly Operations/Business Development meeting.

If agreed interventions have been put in place and not met, discuss removing the apprentice from their apprenticeship. This should be agreed with the Director of Operations and/or Head of Finance. Confirmation of withdrawal will be communicated to learner and employer.