

Attendance, Absence and Withdrawal Policy

This policy outlines the responsibilities of DHA, the employer, and the apprentice in relation to attendance, absence, and withdrawal during the apprenticeship programme. It aims to promote regular attendance, punctuality, and active engagement throughout the duration of the apprenticeship.

The Apprenticeship Commitment Statement, signed by the apprentice, employer, and DHA, clearly sets out the expectations for attendance, punctuality, and participation in all scheduled training and review sessions.

Responsibilities

DHA will:

- Maintain accurate attendance and punctuality records for all apprentices.
- Monitor attendance regularly to identify apprentices who may be at risk of withdrawal.
- Work collaboratively with apprentices and employers to identify and address barriers that may impact attendance or punctuality.
- Provide support and guidance to apprentices and employers in cases of a planned Break in Learning.
- Determine within 28 days of an apprentice leaving training their intention to continue or withdraw from the apprenticeship.
- Offer careers information, advice, and guidance to support apprentices in finding alternative employment if required.
- Confirm any withdrawal from the apprenticeship in writing to both the apprentice and employer.

Apprentices are expected to:

- Attend all scheduled training and review sessions punctually and consistently provided they are fit to do so.
- Notify their Trainer as early as possible if they are unable to attend a planned session, providing reasons and evidence (e.g., medical certificate) where appropriate.
- Engage proactively with their employer and DHA to catch up on any missed learning following an absence.

Managing Absence and Lateness

Policy Attendance, absence and withdrawal
Reviewed by Kate Day
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When attendance or punctuality concerns arise DHA will take a supportive and structured approach:

- DHA will discuss the issue with the apprentice, taking into account any reasonable circumstances or explanations provided by the apprentice or employer.
- If issues persist, DHA will implement a Performance Action Plan outlining:
 - Expected improvements in attendance or punctuality
 - Timescales for review
 - Possible consequences of non-improvement.The plan will be shared with the apprentice, their Trainer, and the Team Manager.

Ongoing cases will be reviewed regularly to determine any additional interventions or support.

If there is no improvement despite agreed interventions, Team Manager will consult with the Director of Operations regarding potential withdrawal from the apprenticeship.

If a decision to withdraw is made, Team Manager will confirm this in writing to both the apprentice and employer, ensuring all records and actions are documented in accordance with funding and compliance requirements.