




Apprentice Attendance & Engagement Policy

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| VERSION NO: 3.0 | TITLE: Apprentice Attendance & Engagement Policy | ISSUE DATE: 01/09/2024 |
| PLANNED REVIEW: 12 month | PREPARED BY: David Johnson  CEO | PLANNED REVIEW DATE: 01/09/2025 |

At Physical Education & Active Kids we have high expectations of all our Apprentices. All our Apprentices are expected to attend all sessions as there is a direct correlation between high attendance and high achievement.

To ensure high standards and clear lines of communication, we expect all learners to notify Physical Education & Active Kids if there is a reason that they will be late or cannot attend our sessions. The Apprentice must then be committed to reschedule this time for teaching and learning. Apprentices are also expected to demonstrate engagement with the programme by completing all set work and keeping up to date with tasks.

Policy: Apprentice Non-engagement

- Apprentices are expected actively to engage in their studies and to comply with any work and attendance requirements. It is the responsibility of the Apprentice to notify Physical Education & Active Kids of any absence.
- Attendance and engagement are part of the eligibility criteria to remain on programme. As an Apprentice and Physical Education & Active Kids record and monitor this for eligibility and auditing purposes.
- An Apprentice may request permission from their tutor to be temporarily absent from sessions for good and valid reasons. Tutors may request supporting documents where appropriate.
- You must advise your tutor of any absence, prior to the start of the lesson by telephone, email or in person.
- Where an Apprentice is absent without permission from sessions, a mark of non-engagement will be recorded. This will affect your engagement figures.
- Where an Apprentice fails to submit work by agreed deadlines, a mark of non-engagement will be recorded. This will affect your engagement figures.
- Physical Education & Active Kids operates on a five step non- engagement process based around 5 occasions of non-engagement. Where an Apprentice shows an unacceptable level of engagement and fails to respond to the final written warning, Physical Education & Active Kids may withdraw you from your Apprenticeship programme of study without any further contact.
- This process will not disadvantage any Apprentice that is experiencing difficulty, hardship, ill health or any other issue which may affect engagement with the programme. Any Apprentice in this situation should discuss with their line manager and tutor at Physical Education & Active Kids and support options will be discussed to ensure learning can be continued. This may be through an agreed Break-in-Learning.

- Physical Education & Active Kids will work alongside your employer to attempt to make contact with Apprentices that have not attended or submitted work as agreed, to offer support to keep you on track.

Five-Step Process

- Step 1: On the first occasion, your tutor will contact you by email or telephone to discuss your absence or non-engagement and agree your next point of engagement.
- Step 2: On the second occasion of non-engagement, Physical Education & Active Kids will work with your employer to set an action plan to support you to catch up on missed teaching and learning. This will be sent out by email. Your tutor will continue to try to make contact.
- Step 3: On the third occasion with no engagement from the Apprentice, a first warning letter will be sent out and your line manager will be notified. Your employer may discuss this further with you in the workplace and take action.
- Step 4: On the fourth occasion with no engagement from the Apprentice, a final warning letter will be sent out and your line manager will be notified. This means that if you fail to engage in any session or learning you are at risk of being withdrawn from your Apprenticeship programme without further contact.
- Step 5: On occasion five, if the Apprentice has failed to engage in any part of teaching or learning related to the programme, Physical Education & Active Kids will notify your employer that you will withdraw from the programme. Physical Education & Active Kids have a duty to advise the Education and Skills Funding Agency (ESFA) of any Apprentices that have not engaged for a period of 4 weeks or more and will advise them that your Apprenticeship has stopped.