

## **Holt Green Training Ltd (HGT)**

**2023-2024**

### **Learner Attendance, Conduct, Discipline and Withdrawal Policy**

#### **Contents**

- Policy Statement
- Organisation of the policy
- Monitoring absence
- Holiday
- Behaviour and discipline
- Agreed breaks in learning
- Withdrawal
- Responsibility and Accountability

#### **Policy Statement**

HGT is committed to providing the support and guidance required to enable all learners to achieve their learning aims and help them progress in their chosen career. We expect a similar commitment to attendance and effort from our learners.

This policy outlines the attendance, absence and withdrawal rules for learners taking part in FLT learning programmes. It also covers the rules for an Agreed Break in Learning and the Code of Conduct for learners.

The policy applies to all learners taking part in learning programmes with HGT.

#### **Organisation of Monitoring of Attendance**

##### **Attendance (for unemployed status learners)**

An Attendance Plan will be agreed when a learner starts a course. The attendance plan may change from time to time depending on learner progress or individual circumstances.

Learners must complete a Learner Register for each week they are on a learning programme. Learner attendance at HGT will be monitored via class registers for every course they attend. Learners must complete the Staff and Visitors Fire Register each time they attend the centre.

##### **Attendance (for unemployed status, on a work placement)**

Learner attendance will be monitored with a timesheet and work placement diary if applicable. The learner must sign a register of attendance in every session when at HGT or in a learning session. Work placement diaries must be signed by the learner, trainer and placement work supervisor. The learner must hand in their learner timesheet and work placement diary to HGT by 4pm the following Monday.

**Attendance (for employed status, work-based learners)**

A Learner Attendance Plan will be agreed with the learner when the learner starts their learning programme. The Learner Attendance Plan may change from time to time depending on learner progress or individual circumstances. Learner attendance will be monitored through their assessment plan and ILP.

**Organisation of Monitoring Absence (for unemployed status learners)**

There are two types of absence; **Unauthorised Absence** and **Authorised Absence**.

**Unauthorised Absence**

Unauthorised absence is when the learner is absent without letting HGT know in advance and without a valid reason. All absence will be considered unauthorised unless there is a valid reason otherwise. Persistent absence will result in disciplinary action being taken. Verbal or written warnings will be kept on file.

Examples of unauthorised absence:

- Absent for full or half day without prior authorisation
- Has not contacted the Trainer or Placement Supervisor before 9:30am with a legitimate reason for absence
- Not signed in for a session
- Arriving over 30 minutes late for a session
- Medical or other appointment which could have been previously notified
- If appointment is made on the day, then an appointment card must be produced when attending next session or this will be deemed unauthorised
- Christmas holidays where not enough Authorised Absence has been accrued.
- Birthdays or similar celebrations
- Babysitting brothers or sisters
- Shopping
- Driving lessons

Persistent unauthorised absence may result in the learner being dismissed.

**Authorised Absence**

If the learner knows they will be absent or late the learner must let their trainer know in advance and apply for authorised absence.

If the learner is absent for an unexpected reason the learner must let the Training Centre know before 9:30 am if the learner is sick or as soon as possible if it is an emergency situation. Examples of valid reasons for authorised absence:

- Medical appointment which cannot be arranged outside of learning hours
- A religious holiday
- An appointment with an Advisor
- Attendance at a probation meeting
- Attendance at a funeral
- A driving test
- Isolated cases of sickness which last less than a week
- An emergency situation involving a family member
- Absence authorised by HGT because of severe weather or a problem with the learning environment.
- Holiday (Authorised Absence)

The Trainer will decide if the learner's reason for absence is valid and will take the following into consideration:

- How reasonable the request is
- The number of absences already taken
- Repetition of the same excuse
- Whether the excuse is backed up with evidence; e.g. an appointment card

Unemployed learners can build up (accrue) 2 days authorised absence each calendar month with good attendance. The learner can use these days to take a short holiday.

If the learner is placed with an employer, the learner must gain permission from the employer to take holidays.

### **Absence (for employed status, work-based learners)**

The coach/trainer will monitor learner attendance and progress through progress reviews. If the learner continually cancels or fails to turn up for planned meetings their line manager will be informed, and the learner may be withdrawn from the course. If the learner has not attended any training meetings with their trainer for a period of 12 weeks the learner will be withdrawn from the course.

If the learner requires a break in learning due to changes in circumstances the learner must let their trainer know as soon as possible so that the learner can be temporarily withdrawn from the course and a return date agreed as long as covered within the ESFA guidance. If the learner does not return to learning at the agreed date the learner will be withdrawn from the course.

### **Behaviour and Discipline**

Achievement of a learning programme not only depends on attendance but on acceptable behaviour and effort. The learner is expected to abide by the following learner standards:

Whilst on HGT programmes we expect the learner to:

- Treat everyone with respect, regardless of differences in religion, culture, ability, race, gender, age or sexual orientation or disability
- Take care of the buildings and equipment that are made available to the learner
- Abide by Health and Safety rules at HGT and in the workplace
- Abide by the no smoking ethos of HGT
- Avoid foul or abusive language or rowdy behaviour
- Turn off mobile phones and personal stereos before entering learning sessions
- Use ICT equipment and the internet responsibly
- Be committed to their learning programme
- Take responsibility for their own learning and seek help if needed
- Attend regularly and punctually and let us know the reasons if they cannot attend

If the learner does not abide by the Learner Standards they may be issued with a verbal warning. Continued non adherence to the Learner Standards may result in dismissal from the course. Warning form will be completed for a verbal warning, a written warning or for dismissal from a learning programme.

If learner behaviour is seen as gross misconduct the learner will be suspended, the matter investigated and the learner may be dismissed from their programme.

### **Examples of Gross Misconduct**

- Theft of personal possessions or property
- Extortion e.g. making threats for personal gain
- Bullying, intimidation or harassment towards learners, staff or visitors
- Possession, under the influence or providing others with illegal drugs, solvents or alcohol
- Possession or use of weapons
- Using an object to threaten, intimidate or injure another person

### **Agreed Breaks in Learning**

HGT may need to suspend a learner from learning for a period of time because of ill health, adverse personal circumstances or other reasons. (In line with ESFA guidance)

The learner should approach their Coach/Trainer if they need to have a break from learning. The Trainer will need to know why the learner requires a break and how long the break will be. Agreed breaks in learning are appropriate in situations where the learner is experiencing personal or health problems or circumstances that are time-limited, e.g. pregnancy, a broken limb, bereavement, extended time out of the country to visit family.

The learner will complete a request for an agreed break in learning and will detail the reason for the break and when the learner intends to return. The learner will also agree some contact dates with their Coach/Trainer, who will contact the learner to check that the learner is still happy to return at the agreed time.

All Agreed Breaks in Learning must be authorised by the Operations Manager of HGT.

If the learner does not return as agreed from a break in learning, the learner will be withdrawn from their programme. The leave date will be the date the learner started their agreed break in learning.

### **Withdrawal**

There are three categories of withdrawal:

- Withdrawal at the request of the learner
- Withdrawal by HGT where the learner has demonstrated an unacceptable level of commitment to their programme
- Dismissal by HGT due to misconduct
- Apprentices loses their job and with support from HGT a new apprenticeship cannot be found that is suitable

### **Withdrawal at the request of the learner**

If the learner wishes to withdraw, they should speak to their Coach/Trainer in the first instance. The Trainer may be able to provide additional support or refer the learner to specialist support which will enable the learner to continue in learning.

If the learner makes a final decision to withdraw the Coach/Trainer will complete a withdrawal form which must be authorised by the Operations Manager of HGT.

In all cases the withdrawal date will be the last day of evidenced learning, which may be earlier than the date the learner informed us of withdrawal.

### **Withdrawal by FLT**

FLT will withdraw a learner from their programme if the learner fails to attend agreed sessions.

### **Unemployed learners**

The learner will be withdrawn from their programme if they fail to attend for 3 weeks, or if they demonstrate persistent shorter episodes of unauthorised absence.

The learner will be informed in writing of their withdrawal from the course. The withdrawal date will be the last date of evidenced learning.

### **Procedure for withdrawal by HGT**

The learner will be sent a warning letter explaining that they are at risk of being withdrawn if attendance does not improve. This letter will be sent after one week of absence.

The learner will be given one week to respond to the letter and make arrangements to return to learning.

If the learner does not respond, then a second letter will be sent giving the learner one further week to make arrangements to return to learning.

If the learner does not return to learning within three weeks the Trainer will complete a withdrawal form which will need to be authorised by Centre Manager/Line Manager of HGT.

### **Employed status Apprentices**

The apprentice will be withdrawn from their learning programme if they fail to attend meetings for training and learning for 8 weeks, or if the apprentice persistently cancels arranged meetings to the point that it is unlikely the apprentice can achieve within agreed timescales.

The employer will be contacted to find out if there are any underlying issues and how they would like to proceed. The employer will be encouraged to support the apprentice getting back on track. The Coach/Trainer must involve their Line Manager at this point to ensure that any support required can be given to the apprentice or employer.

If all avenues have been exhausted the apprentice will be informed in writing of their withdrawal from their programme. The withdrawal date will be the last date of evidenced learning.

### **Procedure for withdrawal by HGT**

The apprentice will receive a warning letter/email explaining that they are at risk of being withdrawn if attendance does not improve. This letter will be sent after 4 weeks of absence.

The apprentice will be given two weeks to respond to the letter/email and make arrangements to return to learning.

If the apprentice does not respond, then a second letter/email will be sent giving the apprentice two further weeks to make arrangements to return to learning.

If the apprentice does not return to learning within 8 weeks the Coach/Trainer (in agreement with their Line Manager) will complete a withdrawal/exit form which will need to be sent to Operations Manager of HGT, for final agreement.

### **Dismissal by HGT due to misconduct**

If apprentice behaviour is seen as gross misconduct the apprentice will be suspended, the matter investigated, and the apprentice may be dismissed from their programme. This will have to be discussed with their employer to establish a consistent approach, for apprentices this reason is more likely to be instigated by the employer.

Examples of Gross Misconduct:

- Theft of personal possessions or property
- Extortion e.g. making threats for personal gain
- Bullying, intimidation or harassment towards learners, staff or visitors
- Possession, under the influence or providing others with illegal drugs, solvents or alcohol
- Possession or use of weapons
- Using an object to threaten, intimidate or injure another person Safeguarding issue – risk dependant on sector employed in.

The misconduct will be initially investigated by the Operations Manager of HGT and the employer informed if the incident should happen at our premises. The apprentice will be invited to a meeting to discuss the results of the investigation. If it is decided that the alleged gross misconduct is upheld the apprentice will be dismissed. The apprentice will be informed in writing within 5 days of the meeting that they have been withdrawn from the apprenticeship and the reasons for the withdrawal. The withdrawal date will be the last evidenced date of learning. If the gross misconduct happens at the employer's site, then they would follow their processes and inform HGT immediately. The employer will keep HGT informed of the progression of any investigation and outcome.