

Apprentice Attendance, Absence and Withdrawal Policy

Purpose

This policy outlines the responsibilities of ITS, the apprentice and employer for learners' attendance, absence and withdrawal during an apprenticeship.

The *Apprenticeship Agreement* signed by the learner, employer and ITS and the *Salon Work Based Learning Agreement* signed by the employer and ITS confirm the commitment to regular attendance and contribution to training towards the successful completion of the apprenticeship.

ITS will

- Keep accurate attendance records and use these to identify learners at risk of leaving early (withdrawal)
- Support learners and employers in the event that an Agreed Break in Learningⁱ is required
- Determine, within 28 days of a learning leaving training, their intention to continue the apprenticeship
- Encourage and support learners in finding alternative employment if required
- Confirm withdrawal in writing to the learner (to the last known address) should the apprentice leave early without completing

Responsibilities of the Apprentice

- Attend work and training as agreed as long as fit to do so
- Advise the employer of sickness or absence and their ITS Trainer/Assessor when appropriate
- Agree annual leave with their employer and advise their ITS Trainer/Assessor
- Contact ITS immediately if employment ceases or changes

Responsibilities of the Employer

- Agree working and training hours within the maximum hours allowed within the European Working Time Directive, taking note of special requirements for learners under the age of 18 years [Working time limits \(the 48-hour week\) : Directgov - Employment](#)
- Record attendance and absence and address any issues promptly with the learner (and ITS if appropriate)
- Attend progress reviews for apprentices as agreed
- Advise ITS immediately if a learner is absent for a Trainer/Assessor or Learner Support Tutor visit or leaves employment

ⁱ See Policy on Agreed Break In Learning