

Attendance Policy

A 100% attendance at all timetabled sessions and agreed meetings with assessors, including remote meetings is expected. We accept that people get ill and that events get in the way of our ability to attend classes and/or meetings. If there are circumstances when you are unable to attend classes or assessor meetings you should:

- Contact your teacher/assessor prior to the session to explain that you will miss the scheduled session/meeting
- Send an email to support@Skills4Stem with your name and the reason for absence.
- You should also ensure that your line manager has a copy of the email.

Acceptable reasons for absence include illness, dental & medical appointments that cannot be accommodated outside timetabled hours, illness of dependents, an enforced change in employment circumstances. Please note this is not an exhaustive list.

Attendance reports are sent to Skills4Stem by trainers and assessors and non-attendance rates are monitored regularly. Non-attendance is reported to line managers. Continued unexplained absence will result in disciplinary action and may lead to a candidate being excluded from the programme.

Policy written by	Head of Quality & Compliance
Date	15.01.19
Approved by	CEO
Date	20.01.19
Review date	January 2020