

Attendance Policy



Attendance plays an important part of any learning experience. Being present at regular points to meet your Trainer or attend a teaching session supports the candidate/apprentice to develop in their chosen area and progress through to achievement.

At Skills4Stem we expect 100% attendance at all timetabled sessions and agreed meetings with trainers, including any remote sessions. 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 Trainer meetings you should:

- Contact your trainer 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 non-attendance rates are monitored regularly. Non-attendance is reported to line managers. Continued unexplained absence will result in the implementation of the disciplinary process and may lead to a candidate/apprentice being excluded from the programme.

Written By	Revision Date	Revision Number	Approved By	Review Date
Sarah Green	Oct 20	2	 S Davis	Oct 21
Darren Cass (Reviewed)	Nov 21	3	 A Lewis	Nov 22