



Oxford Professional Education Group
Apprentice Attendance, Absence & Withdrawal Policy
Date of Policy: April 2021
Last Date of Policy Review: October 2023
Renewal Date of Policy: October 2024
Reference number: 70

This policy outlines an overview of the responsibilities of OXPEG, the apprentice and employer for learners' attendance, absence and withdrawal during an apprenticeship but is subject to change as funding rules are updated.

The Commitment Statement and Apprenticeship Agreement are agreed and signed by the employer, apprentice and OXPEG and confirm the commitment to regular attendance and contribution to training towards the successful completion of the apprenticeship.

Our Target Aim for Attendance is 85%.

OXPEG 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 Learning (BIL) is required
- Determine, within 28 days of a learner disengaging with their training, their intention to continue with the apprenticeship
- Encourage and support learners in finding alternative employment if required

Apprentice will: -

- Attend work and training as agreed
- Advise the employer of sickness or absence and their OXPEG Trainer when appropriate
- Agree annual leave with their employer and advise their OXPEG Trainer when appropriate
- Contact OXPEG immediately if employment ceases or changes

Employer will: -

- Agree working and training hours within the maximum hours allowed, taking note of special requirements for learners under the age of 18 years
- Record attendance and absence and address any issues promptly with the learner and OXPEG if appropriate
- Attend progress reviews for the apprentices as agreed in the commitment statement
- Advise OXPEG immediately if a learner is absent for a trainer or review visit or leaves their employment

Apprentices are able to access the e-portfolio to view their own engagement and attendance record.

Attendance

Attendance is a significant factor of success.

Attending live training, interventions, webinar catch ups and monthly trainer visits provides the apprentices/learners with the opportunities to develop the skills and knowledge necessary to successfully complete their programme of study.

A decrease in levels of engagement and attendance can provide an early warning of problems.

Our Attendance Monitoring and programme design is designed to:

- Improve the engagement, commitment, and attendance of all apprentices/learners
- Ensure a proactive approach to providing support when you need it
- Enable you to maximise your full potential, increasing success and achievement

Mitigating Circumstances

Mitigating circumstances are serious, unforeseen, unpreventable circumstances that significantly disrupt apprentice's/learner's progress or ability to take part in assessment.

Apprentices/learners are expected to plan their work so that they can meet assessment deadlines at the same time as other obligations they may have.

The mitigating circumstances process should only be used if they experience significant disruption to their studies due to circumstances that were unforeseen and out of their control.

In order for a mitigating circumstance claim to be accepted, they must demonstrate, to OXPEG that the mitigating circumstances:

- Were outside the apprentice/learner control
- Were unforeseen and unforeseeable
- Failures of equipment, including IT systems and computer viruses will only be accepted when they occur site-wide at the employer's premises.

Submitting a claim for Mitigating Circumstances

Mitigating circumstances claims should be submitted to Melanie Ash (Learning and Compliance Coordinator) by email to melanie@oxfordpeg.com.



Agreed Break in Learning

In some circumstances a break in learning can be arranged.

An apprentice/learner or the Learning Co-ordinator/Trainer/Employer can request 'An Agreed Break in Learning' which can prevent a withdrawal from the apprenticeship but this ABIL must be agreed by the employer and training provider.

This request should be discussed with their Trainer or LC and Employer and may be as a result of:

- Serious short-term illness
- Death of a close relative or friend
- Sudden deterioration of a long-term condition
- Maternity leave
- Personal/family issues

An Agreed Break in Learning will result in the apprentice/learner studies being suspended for an agreed period and the situation monitored by the LC.

An Agreed Break in Learning has to be for a period longer than 4 weeks.

An Agreed Break in Learning will not be allowed for more than 12 months unless in exceptional circumstances.

No Break in Learning will be allowed for longer than 18 months in any circumstances.

Withdrawal from an Apprenticeship

Apprentices/learners may decide to withdraw or are withdrawn from their academic programme and/or the employer/setting for a variety of reasons:

- An apprentice/learner wishes to withdraw from their programme as they no longer wish to complete their studies
- An apprentice/learner is required to withdraw due to academic failure and therefore cannot complete the apprenticeship
- An apprentice/learner is dismissed by their employer following the outcome of the disciplinary process, a criminal convictions panel or for academic misconduct.
- Learner is required to withdraw as an outcome of the fitness to study/practice processes i.e. medical condition

Apprentices/learners wanting to withdraw must:

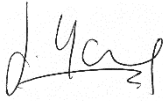
- Seek advice and guidance as soon as possible from both their (LC) and their Employer before making the decision to withdraw.
- Submit their withdrawal in writing to both their Employer and LC stating their reason for their decision



Any Employer who has dismissed the apprentice/learner must advise OXPEG in writing giving the reasons for the dismissal.

Once a student has been withdrawn from their setting:

- Any OXPEG property loaned to them should be returned to the LC.
- Any certificates they have already achieved will be forwarded to their home

Signed: 

Date: October 2023