

# ABSENCE, EXCLUSION & WITHDRAWAL POLICY & PROCEDURE

## 1) Absence

- a) This policy concerns any Learner who is registered with the ESFA Apprenticeship scheme through the Engineering Trust Training (ETT) and who are absent from their place of work or education establishment due to illness/injury or other reasons. The policy sets out to make clear the acceptable parameters of such absences and actions to be taken if they are exceeded.
- b) Emphasis will be placed on how this procedure can and hopefully will help the learner to succeed in gaining their qualification.
- c) If a learner is unable to attend work or college for any reason they must telephone their Training Officer on each affected day.
- d) **Acceptable Reasons for Absence**
  - i) Learners who find themselves unable to attend their place of work or education for the following reasons will find they have not exceeded the policy:
    - Sickness or injury. Self-certified up to 7 days. Certification by your GP is required for more than 7 days.
    - Public duty e.g. jury service etc.
    - Any employer authorised absence which is not detrimental to the successful completion of training or education.
    - Any employer driven absence due to the Learner being furloughed.
    - Any educational institutions inability to deliver.
  - ii) ETT Actions should an absence be confirmed as acceptable:
    - Where an absence of 3 weeks or less is due to an acceptable reason the learner will be credited with an appropriate amount of weeks and their 'Planned End Date' may be adjusted accordingly if required.
    - Where an absence of greater than 3 weeks occurs which is due to an acceptable reason the learner may be considered for a 'break in learning' in order to give them time to recover. They will be able to resume training once they have returned to work and their 'Planned End Date' will be correspondingly adjusted.
    - The learner and their employer will be kept fully informed with regard to the 'Planned End Date' changes and any arrangements in terms of 'break in learning'. ETT will continue to provide monitoring and assessment services to the learner and their employer until completion of the qualification or another decision is otherwise reached.
- e) **Unacceptable Absence**
  - i) This is determined by any Learner who is absent from their place of work or education whose absence falls outside those acceptable reasons listed above. Each case will be reviewed on its own merits which may, through circumstances of mitigation, provide an acceptable reason for an absence which falls outside those

listed above however where such mitigation cannot be displayed disciplinary action will follow.

- ii) When an absence of any duration occurs which is deemed to be unacceptable the ETT Learner Disciplinary procedure will be invoked. In such cases the learner and their employer will be fully briefed on how the procedure operates, its purpose and the possible consequences which could ultimately mean the exclusion of the learner from any ETT provision.

## 2) Exclusion

- a) Exclusion or 'the removal of a learner' from any ETT provision will not be a decision reached easily and will be the ultimate consequence of a learner's unacceptable behaviour.
- b) In such cases the decision will be taken with the employer who will be fully briefed on what the exclusion of the learner from any ETT provision means.
- c) Should a learner's conduct ultimately and unfortunately mean their permanent removal from any ETT provision, then that would mean the following:
  - i) The learner will cease to be an apprentice with ETT
  - ii) ETT will cease to support the learner in any provision capacity
  - iii) ETT will remove the learner from its agreement with the ESFA
  - iv) ETT will archive the learners online electronic profile (Smart Assessor) and prevent further access by the Learner
  - v) ETT will where possible, signpost an excluded learner to onward support
- d) Appeal of exclusion
  - i) The learner will be reminded of the of the ETT Disciplinary Appeals procedure should their conduct be deemed unacceptable and the disciplinary procedure be initiated or a decision of immediate exclusion be made.

## 3) Withdrawal

- a) Should a learner choose to withdraw from learning for any reason then a Learner Leaving Form will be completed by the Training Officer. Where possible a Training Officer or other member of ETT staff will carry out an Exit Interview with the learner and when possible, their employer.
- b) These records will be kept by ETT Administration and periodically reviewed by the Senior Management Team in order to assess any areas of concern or trends. Where appropriate ETT will signpost the learner to onward information.

## 4) Other Policies

- a) ETT will, when operating the above policy, continue to apply all the principles of its "Equality, Diversity and Inclusion Policy and Procedure" and ensure that all learners benefit by such treatment.
- b) The ETT 'Disciplinary Policy and Procedure – Learner' operates alongside any formal disciplinary procedure that a learner's employer and any educational institution the learner might attend may have.