



**City &
Guilds**

ATTENDANCE, ABSENCE AND REMOVAL POLICY



Dentrain Professionals Ltd

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Attendance, absence and removal policy

This policy outlines the responsibilities of Dentrain Professionals Ltd, the employer and the learner during an apprenticeship.

The apprenticeship Training plan / Commitment statement, signed by the learner, employer and Dentrain Professionals Ltd, sets out clearly the expectation to attend teaching and learning sessions with the Dental Nurse Trainers, Functional Skills Tutors and where necessary and the ALN tutor. Each learner and employer will be informed which components of the apprenticeship they are required to complete, with each needing separate teaching sessions whilst on course.

Dentrain Professionals Ltd will work closely with the apprentice and employer to book all sessions with the most convenient day and time. These will take place fortnightly or monthly for the duration of the course dependent on the initial assessment strategy and individual scheme of work. Trainers and learners must be punctual when attending the booked sessions. Dentrain Professionals Ltd will support and liaise with learners and employers in the event of a planned Break in Learning and determine, within 28 days of a learner leaving training, their intention to continue with the apprenticeship.

Learners should attend previously booked fortnightly or monthly sessions on time and inform their Trainer as early as possible if unable to attend a planned session. Trainers will attempt to resolve any lateness or cancellations with the apprentice, allowing for any reasonable circumstances. The Trainer will then contact the employer in addition to progress reviews if lateness/non-attendance continues, making clear the expectations and consequences. Managers at Dentrain Professionals Ltd will be informed any concerns with learners.

If agreed interventions have been put in place and not met, Managers will discuss removing the learner from their apprenticeship. Confirmation of removal from the apprenticeship will be communicated to learner and employer.

Each component of the apprenticeship holds equal weight and noncompliance of attending sessions, completing work will result in the removal from course.