



Absence Process

At Storyy Training we have high expectations of all our Apprentices. All our Apprentices are expected to attend all sessions as there is a direct correlation between high attendance and high achievement. To ensure high standards and clear lines of communication, we expect all learners to notify Storyy Training Education if there is a reason that they will be late or cannot attend our sessions. The Apprentice must then be committed to reschedule this time for teaching and learning.

Apprentices are also expected to demonstrate engagement with the programme by completing all set work and keeping up to date with tasks.

Policy: Apprentice Non-attendance

- Apprentices are expected actively to engage in their studies and to comply with any work and attendance requirements. It is the responsibility of the Apprentice to notify Storyy Training of any absence.
 - Attendance and engagement are part of the eligibility criteria to remain on programme as an Apprentice and Storyy Training record and monitor this for eligibility and auditing purposes.
 - An Apprentice may request permission from their tutor to be temporarily absent from sessions for good and valid reasons. Tutors may request supporting documents where appropriate.
 - You must advise your tutor of any absence, prior to the start of the lesson by telephone, email or in person.
 - Where an Apprentice is absent without permission from sessions, a mark of nonattendance will be recorded. This will affect your attendance figures.
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- Storyy Training Education operates on a 3 step non- attendance process based around weeks of non-engagement. Where an Apprentice shows an unacceptable level of attendance and fails to respond to the final written warning, Storyy Training may withdraw you from your Apprenticeship programme of study without any further contact.
 - This process will not disadvantage any Apprentice that is experiencing difficulty, hardship, ill health or any other issue which may affect engagement with the programme. Any Apprentice in this situation should discuss with their line manager and tutor at Storyy Training and support options will be discussed to ensure learning can be continued. This may be through an agreed Break- in-Learning.
 - Storyy Training will work alongside your employer to attempt to make contact with Apprentices that have not attended as agreed, to offer support to keep you on track.
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- Step 1: the first lesson in which you have not attended will be noted by the tutor and will be seen as not attended on the workshop (lesson register) Aptem – It will show as not completed on your learning plan. An email and call will be sent to the learner requesting a response for nonattendance to the lesson. Employer will also be notified
 - Step 2: On the second lesson that you have not attended, this will highlighted as an issue and be reported to our safeguarding lead. Your employer will be spoken to and a meeting will be arranged with yourself and employer to see how we can support with attendance and time management.
 - Step 3: On the third lesson of a nonattendance the non-engagement policy will be started, please reference non engagement policy, and safeguarding process will continue to protect and ensure the learners safety.