



Attendance Policy

2019

Manager responsible for policy:
Directors and Trustees

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Aims:

Forward2Employment is a Specialist Post 16 Institute catering for young adults from the ages of 19-25. The aim is to provide supported pathways into employment through the Supported Internship and Supported Apprenticeship schemes.

Policy

Students who join Forward2Employment do so outside of the statutory education requirements and choose to be members. They are, therefore, agreeing to accept the policies and procedures of Forward2Employment along with those of any employer that Forward2Employment matches them with.

Students will be in full time employment with pre-negotiated time off for supported study. This may be a set period of time each day, or it may be a block of time at regular intervals throughout the week. Students must make themselves available for full time work in line with the requirements of the employer they are matched with.

Students must familiarise themselves with the policies and procedures of the employer they are matched with and follow these. In addition should time off be necessary then the following must happen:

Absence

Absence due to sickness:

On the first day of sickness the student must inform the employer and the Job Coach at the earliest possibility that they are not going to be in. This must be no later than half an hour before the start of the working day or earlier if possible.

The Job Coach will inform Forward2Employment.

The student must keep both the Job Coach and the employer informed of the illness and when they intend to return. If the absence is longer than the self-certification period then the student is responsible for obtaining and providing all of the required documentation to the employer.

Known/Pre-Arranged Absence:

If a student requires time off for a valid reason then a request must be made to both the employer and to Forward2Employment. These requests should both be made through the Job Coach. Students must give Forward2Employment notice no shorter than 5 working days. Each employer's requirements will differ and therefore the student must also adhere to the employer's timescale.

Holidays

Supported Internships and Supported Apprenticeships will follow an educational term date pattern and these dates will be published in advance. Students will not be able to take holiday during term time.

Special Consideration

Should special consideration for time off be needed then the student must approach both the employer and Forward2Employment for this consideration. They must abide by the decision that is made.

Permitted Length of Absence

Each employer is likely to have differing requirements, however all employers will have a policy about the amount of time an employee is allowed to have off work. Students will be governed by the employer's policies and may face procedures if they have excessive absence. This could result in them losing their internship/apprenticeship.

Work Missed Due to Absence

It is the student's responsibility to ensure that any academic work that they have missed due to absence is caught up.

It is also the responsibility of the student to ensure that any work that needs completing for the employer that is outstanding due to absence is completed.

Summary

All students should aspire to having full attendance which will allow for the programmes to be completed with the minimal of disruptions. It is, however, recognised and understood that circumstances may be such that this is not possible.

The responsibility lies with the student and not the employer to ensure that all necessary procedures are followed in the case of any absences. Forward2Employment is available to support with this if necessary, but they will not take on all the responsibility for a student's absence.