

Apprentice Attendance Policy

Date Approved:	19/08/2025	Approved By:	Managing Director		
Next Review Due Date:	19/08/2026	Manual ID Number:	BSA008	Version No:	2
Author and Responsible Manager:	Head of Centre				
Applicable to:	Staff and Students				
Publication:	Staff SharePoint & Website				

Document Control

Version	Date	Author	Notes on Revisions

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1. Purpose

This policy outlines the responsibilities of BSA, the apprentice and employer for student attendance, absence and withdrawal during an apprenticeship.

2. Role and Responsibilities

Responsibility of BSA

It is the responsibility of BSA to:

- Keep accurate attendance records and use these to identify apprentices at risk of early withdrawal
- Support apprentices and employers in the event that an agreed break in learning is required
- Encourage and support apprentices in finding alternative employment if required
- If an apprentice withdraws from the Apprenticeship, BSA will confirm the withdrawal in writing to the apprentice

Responsibility of the Apprentice

It is the responsibility of the apprentice to:

- Attend work and training as agreed as long as fit to do so
- Follow the employer's sickness or absence reporting procedures and notify their Assessor if it affects the delivery of the apprenticeship, for example, if the apprentice will be unable to attend a delivery session or their assessor is booked in to visit them in the workplace
- Agree annual leave following the employer's procedures and notify the assessor ahead of time
- Contact Assessor immediately if employment ceases or changes

Responsibilities of the Employer

It is the employer's responsibility to:

- Agree working and training patterns to include providing the apprentice with the opportunity to meet their 20% off the job training requirements
- Participate in progress reviews
- Advise BSA immediately if an apprentice is absent for a planned visit

3. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date: Dionne McCann Feb 2021	☐ New or ☒ Revision (Tick as appropriate) Expected Implementation Date: April 21 What is the Review Date: Every 2 Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low