

## Attendance Policy

The Apprenticeship Attendance Policy has been developed as part of Hybrid's commitment to provide a supportive learning environment, which enables all apprentices who have chosen to study with Hybrid to achieve their full potential.

### This policy applies to all Hybrid's Apprentices

Apprentices should arrive on time for classes and remain for the duration. Late arrival at and/or early departure from classes can be disruptive to both students and their learning. Unsatisfactory attendance includes failure to regularly attend classes without providing a satisfactory reason, persistent late arrival at, or early departure from classes without prior notification.

Hybrid expects students to attend all classes for the full duration of the session and/or course. We understand that in some instances, unforeseen circumstances unfortunately do not make this possible. Therefore, notifying us at your earliest opportunity enables us to provide you with the best learning outcome.

### Arriving late and leaving early

Arriving late for or leaving early has a negative impact on your learning. If you are unsure what time your classes are due to start, please contact your course tutor, review your student handbook or you can speak to Head of Student Experience.

Hybrid attendance is recorded across all classes, both online and physical classroom courses. Apprentices will move through the disciplinary procedure should there be persistent lateness/early departure and or significant absence from the course.

All apprentices are responsible for:

1. Attending all timetabled classes associated with the chosen course.
2. Ensuring that they are in class at the time the register is recorded or signing in with the Head of Student Experience in the centre.
3. Notifying Head of Student Experiences or their Tutor in advance should they expect to be absent from any classes.
4. Notifying the Head of Student Experience or their Tutor in respect of unplanned or unforeseen absences from classes within 24 hours and if requested, providing a medical certificate or other evidence to explain the absence.
5. Students should ensure that they have requested permission from Head of Student Experience should they require changes to their course booking.

Directors Signature



Policy Reviewed Date: 01/08/2022

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