



## Attendance Policy

### Introduction

Zenith Professional Training (ZPT) believes regular and punctual attendance of all learners/delegates is important. Delegates are required to attend all training sessions and participate actively in class to qualify for **award of course certificate**. Delegates must record a minimum of 90% attendance at all taught programmes. None or poor attendance may be reported employers.

Our policy applies to all learners/delegates registered on our courses.

### Aims and Objectives

Through this Policy we aim to:

- Improve learners'/delegates' achievement by ensuring high levels of attendance and punctuality.
- Achieve a 100% attendance with a minimum of 90% attendance for learners/delegates with reasonable reasons.
- Create an ethos in which good attendance and punctuality are recognised as the norm of our training organisation and this should be valued by all.
- Promote a positive and welcoming atmosphere in which learners/delegates feel safe, secure, and valued, and encourage one another a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
  - Raising awareness of attendance and punctuality issues among staff and learners/delegates.
  - Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.

### Procedures

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Zenith Professional Training (ZPT) will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, learners/delegates.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and ensure learners/delegates are okay.
- To inform delegates' sponsors of unauthorised absence of their delegates.

## Responsibilities

The project manager assigned the course has a responsibility for identifying trends in attendance and punctuality.

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