



ATTENDANCE, ABSENCE REPORTING AND CODE OF CONDUCT POLICY AND PROCEDURE

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| Policy owner | Quality Coordinator Head of Skills and Training |
| Scope: applies to who | Learners, all staff |



INTRODUCTION AND AIM

The purpose of the policy is to provide to learners with a clear statement of PDTT's expectations with regards to attendance, and to ensure all staff understand their responsibilities with respect to monitoring learner attendance and engagement.

PDTT is committed to providing high quality learning opportunities for its learners. It is important that you attend your course regularly and arrive punctually both for your own learning and out of respect to your tutor/s and fellow learners.

We recognise that there are times when you are not able to attend and will support you to catch up on sessions you have missed for valid reasons. If you are going to be absent, there are procedures to follow.

AUTHORISED ABSENCE

If you cannot attend because you or a dependant is ill:

- Contact your tutor directly on the phone number provided at the start of your course.
- You need to let them know before 9:30am.
- If you expect to be off sick for more than one day, inform your tutor or the PDTT office.
- You will need to provide a doctor's note for absence of over seven consecutive days.

If you have an appointment that is out of your control:

- You should inform your tutor in advance and show an appointment card or letter where possible.
- These appointments may include, for example, court appearance, job interview, hospital appointment, external examination, immigration interview, solicitor appointment.

UNAUTHORISED ABSENCE

You should arrange appointments such as doctors, dentists, Job Centre signing times, out of training hours. Absence for these appointments will not usually be authorised.

If you are absent without telling us why

- We will contact you by phone or message.
- If you continue to be absent for two weeks without telling us why, we will write to you.
- If you are absent for four consecutive weeks or more, not counting planned holidays, without informing your tutor of your intention to return, we will take that to mean you have left the course.

We require you to attend at least 85% of your classes and to arrive within 10 minutes of the start of the class. If your attendance drops below this level, we may take disciplinary action, and you may be withdrawn from the course.



DISCIPLINARY ACTION

While we understand there are times when absences cannot be avoided, significant absence from lessons or lateness can impact a learner's ability to progress with their course. This will be treated as breach of Code of Conduct, and the following steps may be taken:

- **First stage:** if you are absent without permission or prior discussion with your tutor, you will be required to meet with your tutor and may receive a verbal warning.
- **Second stage:** if your attendance has been below the required level or there are continued issues with your attendance, you will receive a warning letter, which will detail what next steps will be taken if attendance does not improve.
- **Third stage:** if after this initial letter, attendance continues to be poor – you will be required to attend a meeting with your tutor and the Head of Skills and Training. From this meeting you will receive a final written warning. This means that if there are any further breaches of Code of Conduct during your time at PDT, you could be withdrawn from your course with immediate effect.
- **Fourth stage:** suspension pending disciplinary investigation for a defined length of time.
- **Final stage:** permanent dismissal. PDT may withdraw a learner from their course if they have a low attendance rate or are absent for a long time without providing a valid reason.

At each of these stages, you will have the opportunity to put your side of the case.

If at any stage of this process, you wish to discuss your attendance with another member of staff (and not your tutor) – please contact, the Head of Skills and Training (see details below).

If you wish to appeal a decision made surrounding attendance or make a complaint – please contact:

Head of Skills and Training

Hoss Malek

PDT Training
258 Harrow Rd,
Westminster,
London
W2 5ES

Contact:

hoss@pdt.org.uk
0207 2668 241 / 07852 319919

3

PDTT012 v1
December 2024



Any appeals or complaints surrounding attendance or code of conduct breaches, should be made within two weeks of receiving the disciplinary meeting or letter.

BREAKS IN LEARNING

If you cannot attend for a prolonged period of time for reasons such as pregnancy or long-term illness, you can request a break from learning. This allows you to return to your suspended study at a later date with the same eligibility that applied when you first started your learning.

You must provide evidence of the need for this break in learning and agree to return and continue with the same qualification; otherwise, you must be withdrawn.

We record the date your break in learning begins and the date you restart your learning. When you return to learning, we will re-plan and extend the remaining delivery as required.

A break in learning must not be used for short-term absences such as holidays or short-term illness. You must return to study within 12 months of the agreed commencement of your 'break in learning'.

WORK PLACEMENTS

If your course requires you to complete a work placement:

- We require all learners to have started this within two months of the course start date. Exceptions may apply for learners with a valid reason – which must be discussed with your tutor.
- We can assist you in finding and applying for your work placement, but we cannot source a placement or apply for it on your behalf.
- Once you have identified a possible work placement, we will supply a letter of introduction to your desired work placement.

CONDUCT

As a learner you have obligations towards PDTT staff and other learners:

- You must treat others with respect and refrain from behaviour that others may find discriminatory or aggressive. You can find out more in our *Equality and Diversity Policy*
- When you use computer equipment you must follow the guidance set out in the *Safeguarding Policy, in appendix E – titled: Protocols for learners when learning online*
- When using Zoom in class, be aware of your surroundings and/or blur your background. And do not share any recordings on social media or with anyone else. Please refer to the *Safeguarding Policy, in appendix E – titled: Protocols for learners when learning online* for more information on this.
- You must attend training, carry out the self-study requirements of the course and hand in assignments on time.
- You must follow our range of policies including the Health and Safety and



Safeguarding policies.

- You must behave within the law and refrain from antisocial behaviour including smoking or the use of alcohol or drugs on PDTT or partner premises

You will find our policies www.pdt.org.uk/pdt-policies/ For more information about any of our policies contact the PDT training office.

DISCIPLINARY PROCEDURE

We take conduct seriously and if a learner breaks our code of conduct, they may face disciplinary action which can lead to suspension or dismissal. Disciplinary actions taken by PDTT will be carried out consistently and fairly and, should you face disciplinary action, you will have the opportunity to put your side of the case. The disciplinary process has the following stages:

- First stage in the process - verbal warning
- Second stage - written warning
- Third stage - final written warning
- Fourth stage - suspension pending a disciplinary investigation for a defined length of time
- Final stage - permanent dismissal

POLICY REVIEW

This policy will be subject to annual review, update and approval by the Quality Coordinator and Head of Skills and Training.