



Zenith Professional Training Ltd

...providing creative business and management solution

Attendance Policy

Unit 10A Evelyn Court, Grinstead Road London SE8 5AD

Tel: +44 746666224, +44 782 818 5545 e: info@zptraining.com w: www.zptraining.com

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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 to 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

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.

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- 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 to the course has a responsibility for identifying trends in attendance and punctuality.

Date of Review: 28/06/2024

Review by: Management

Next Review Date: 27/06/2025

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