

Attendance and Punctuality Policy

At Tolley we believe that all apprentices benefit from the education we provide, and therefore from regular course attendance. To achieve this, we will take appropriate action to ensure that all apprentices achieve the maximum possible attendance and that any problems that may impede full attendance are acted upon as quickly as possible.

It is recognised that apprentices want to attend courses to learn and to take advantage of all the educational and social opportunities that Tolley provides.

Our agreed course attendance target is 100% and tutors encourage good attendance for all apprentices. Attendance levels for all apprentices will be recorded and reported to the employer or Main Provider as appropriate.

Attendances are reported monthly to the Designated Safeguarding Person as defined by the Children Act 2004.

We expect that all our apprentices will:

- Attend each day of their course;
- Arrive/logon on time and be appropriately prepared for the day;
- Be registered as attending by the end of first break.

Tolley expects employers to keep work commitments and holiday dates out of course dates when possible. Where missing a course is unavoidable the apprentice will be expected to catch up using online materials or watching a recorded webinar.



Jonathan Scriven – Director of Tax Markets