



Attendance and Punctuality Policy

Responsibilities and Expectations of Staff

- **Office Coordinator:** Contact trainees, parents/carers, and referring agencies by **9:30 AM** if a trainee has not arrived.
- **Manager:** Issue a concern notice if a trainee is persistently late or absent.

Responsibilities and Expectations of Trainees

- Arrive at Essex Youth Build by **9:20 AM**.
- Call as soon as possible if they will be late or absent.
- Be ready to learn.

Responsibilities and Expectations of Parents / Carers / Referring Agencies

- Support Essex Youth Build in maintaining trainee punctuality and attendance.
- Call Essex Youth Build as soon as possible if the trainee will be late or absent.
- Inform Essex Youth Build of any planned absences in advance.
- Work with Essex Youth Build to encourage punctual attendance.

Examples of Planned Absences

- Medical appointments.
- Caring responsibilities.
- Religious holidays.
- Funerals.
- Driving tests.



- Probation meetings / court appearances.
 - Extra-curricular activities, including work / work experience.
 - Job interviews.
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Examples of Legitimate Absences

- Accident.
 - Domestic crisis.
 - Urgent hospital appointments.
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Examples of Unacceptable Absences

- Holidays.
 - Leisure activities.
 - Birthdays or similar celebrations.
 - Babysitting.
 - Shopping.
 - Driving lessons.
 - Lateness exceeding (arriving after 9.30am).
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Ways to Report Lateness or Absence

- **Email:** admin@essexyouthbuild.co.uk
 - **Telephone:** 01245 264177
 - **Text:** 07546 683374
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Readiness to Learn

Trainees are expected to:

- Arrive on time.
- Store mobile phones, vapes, and personal belongings in lockers and lock them.
- Store food and drinks in the kitchen (no food or drink allowed in training areas).
- Report to the office if arriving late.
- Commit to their work and avoid distracting others.
- Follow tutor instructions.

Persistent lateness or absence will result in the Disciplinary Policy being applied.