



Policy : Clint Stamper Training Ltd - Learner Attendance and Punctuality Policy

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1. Purpose

Clint Stamper Training Ltd is committed to delivering high-quality, professional training. Full attendance and punctuality are essential to ensure learners gain the maximum benefit from their course and to support learner progress, achievement, and successful course completion.

Attendance and punctuality form part of the organisation's quality assurance and continuous improvement processes, and help ensure training meets awarding body, regulatory, and quality standards.

2. Scope

This policy applies to all learners attending training delivered by Clint Stamper Training Ltd, including:

- Classroom-based courses
- Short courses and refresher training
- Regulated and non-regulated qualifications

3. Attendance Requirements

Learners are expected to:

- Attend all scheduled sessions of their course
- Remain present for the full duration of each training day

- Actively participate in training activities and assessments

Full attendance is often a requirement of awarding bodies and certification schemes. Failure to attend in full may result in:

- Inability to complete assessments
 - Certification being withheld
 - Requirement to rebook or pay for additional training
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4. Punctuality

Learners must:

- Arrive on time for the start of each training day and after breaks
- Be ready to begin training at the advertised start time

Late arrival is disruptive and may result in important safety, technical, or assessment content being missed.

Where a learner arrives late:

- Entry to the session may be refused, at the trainer's discretion
 - Missed content may not be repeated
 - Certification may be affected if minimum guided learning hours are not met
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5. Late Arrival and Early Departure

- Learners who arrive late or leave early may be deemed not to have completed the course
 - If mandatory content, assessments, or safety briefings are missed, certification may not be issued
 - Clint Stamper Training Ltd reserves the right to require the learner to rebook the course (additional fees may apply)
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6. Absence or Non-Attendance

If a learner is unable to attend a course:

- Clint Stamper Training Ltd must be notified as soon as possible
- Notification should be made using the contact details provided in the booking confirmation

Failure to attend without prior notice may be treated as a non-attendance (no-show) and may result in:

- Loss of course fees
 - No entitlement to reschedule or refund
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7. Monitoring Attendance and Punctuality

Learner attendance and punctuality are monitored throughout the course.

Where concerns arise:

- Issues will be addressed promptly by the trainer or centre staff
- Learners will be informed where attendance or punctuality may impact progress, achievement, or certification

- Appropriate action will be taken in line with this policy and awarding body requirements

This approach supports learner success and ensures fair, consistent decision-making.

8. Exceptional Circumstances

We recognise that genuine emergencies and exceptional circumstances may occur. These will be considered on a case-by-case basis, and supporting evidence may be requested. Any decisions regarding rescheduling, refunds, or rebooking remain at the discretion of Clint Stamper Training Ltd.

9. Health, Safety and Fitness to Learn

Learners must be fit to participate in training safely and effectively.

Clint Stamper Training Ltd reserves the right to:

- Refuse entry or remove a learner who is unfit to attend (for example due to illness, fatigue, or inappropriate behaviour)
 - Withhold certification where attendance, engagement, or behaviour does not meet required standards
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10. Impact on Achievement and Certification

Learners should be aware that:

- Awarding bodies require minimum guided learning hours
- Attendance and punctuality form part of the evidence used to confirm learner engagement, progress, and achievement
- Partial attendance may invalidate certification
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Trainers cannot confirm competence or achievement where attendance requirements are not met.

11. Acceptance of Policy

By booking and attending a course with Clint Stamper Training Ltd, learners confirm that they have read, understood, and agree to comply with this Attendance and Punctuality Policy.

12. Review of Policy

This policy is reviewed periodically to ensure it remains effective, up to date, and aligned with quality assurance and regulatory expectations.