

Ashton on Mersey SCITT – Trainee Attendance Policy

Date amended: 20th July 2023

Aim

1. This Attendance Policy has been developed as part of Ashton on Mersey SCITT's commitment to providing a supportive learning environment which enables all trainees who have chosen to study with the SCITT to achieve their full potential.
2. The SCITT recognises the investment that trainees make when they are accepted onto an Initial Teacher Training programme. It has a duty to monitor attendance, and to act on non-attendance, so that trainees can be supported to complete their programmes of study.

Policy Statement

3. Attendance is a key component in trainee retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked. Trainees who actively participate in their learning by attending sessions regularly are more likely to enjoy a rewarding experience in which their knowledge, skills and abilities are developed and successfully complete their course.
4. The SCITT expects trainees to attend all core training sessions.
5. Trainees should arrive on time and remain for the duration of the session. Late arrival at, and early departure from sessions is disruptive, discourteous, unprofessional and unfair to other trainees and facilitators.
6. Unsatisfactory attendance includes failure to attend regularly core training sessions without contacting the programme leader before the start of the session and providing a satisfactory reason for absence and/or persistent late arrival at, or early departure from, the sessions.
7. **Trainees** are responsible for:
 - a. Attending all core training sessions
 - b. Notifying the SCITT Lead or SCITT Programmes Manager in advance (e.g. in person, by phone or email) that they expect to be absent from the session
 - c. Obtaining prior permission (e.g. in person, by phone or email) from their SCITT Lead and mentor for planned absences for two or more days during term time
 - d. Notifying the SCITT Lead in respect of unplanned or unforeseen absences within 24 hours and, if requested by the SCITT team, providing a medical certificate or other corroborating evidence to explain their absence.
8. **SCITT Lead** are responsible for:
 - a. Reminding trainees of the importance of regular attendance at core training sessions
 - b. Monitoring student attendance in accordance with the SCITT attendance policy through their personal attendance tracker.

9. **SCITT Administration team** are responsible for ensuring that:
 - a. An accurate record of trainee attendance is maintained and updated regularly
 - b. Appropriate systems are in place for trainees to notify the SCITT Lead of planned absences and to report to the SCITT admin team unexpected absences
 - c. Trainees are informed in writing of the importance of regular attendance at core training sessions through the Code of Conduct
 - d. There are regular reviews of each trainee's progress including attendance, lesson observations, capture points and that appropriate action is taken to support the trainees, this might include putting in place a remediation strategy
 - e. Trainees are advised of the support available to them, whether provided by the SCITT central team or by their mentor or facilitators
 - f. If facilitators are unable to make the session that trainees are informed at the earliest time of the alternative arrangements.

10. Where a trainee's attendance is unsatisfactory, one or more of the following actions may be taken:
 - a. The SCITT Lead may contact the trainee to seek an explanation for their unsatisfactory attendance
 - b. Trainees may be invited to discuss with their SCITT Lead how their attendance will be improved and any support that may be required
 - c. Trainees may be given a formal written warning about their attendance by the Director of SCITT.
 - d. A formal report on the trainee's attendance may be included on their trainee profile and to the Student Loan Company
 - e. Trainees may be withdrawn from the programme if they fail to respond to written warning.
 - f. The SCITT Lead when writing references may refer to the trainees' record of attendance
 - g. The SCITT Strategic Board may take into account the trainee's attendance when making the recommendation for their QTS award.

Reporting an absence

When reporting an absence each trainee needs to adhere to the following procedure:

- For Core training: Call the SCITT Absence Number – 0161 972 2985
Leave a message before 8am and a member of the SCITT team will call back before 9am
- School Learning (placement): Trainees should familiarise themselves with the school procedure for notifying their mentor of an absence. Usually contact your professional mentor (secondary) or mentor (primary). Call the SCITT Absence Number – 0161 972 2985 and leave a message before 8am.
If they are due to teach on the day that the trainee is absent, they must submit their planning to ensure continuity of learning.
- If a trainee's absence continues for more than 7 calendar days, they must obtain a medical certificate and pass this on to the SCITT Manager as soon as possible.
- **Trainee do not** text or ask anyone else to pass on messages regarding their absence.

The SCITT appreciates that there may be circumstances where the trainee is unable to attend either a core training session or a placement day. In these cases the trainee will be asked to complete a leave of absence form (Appendix 1) which will need to be signed off by the SCITT Lead or SCITT Programmes Manager and their mentor if they are missing a placement day.