



CTT

ATTENDANCE and ABSENCE POLICY

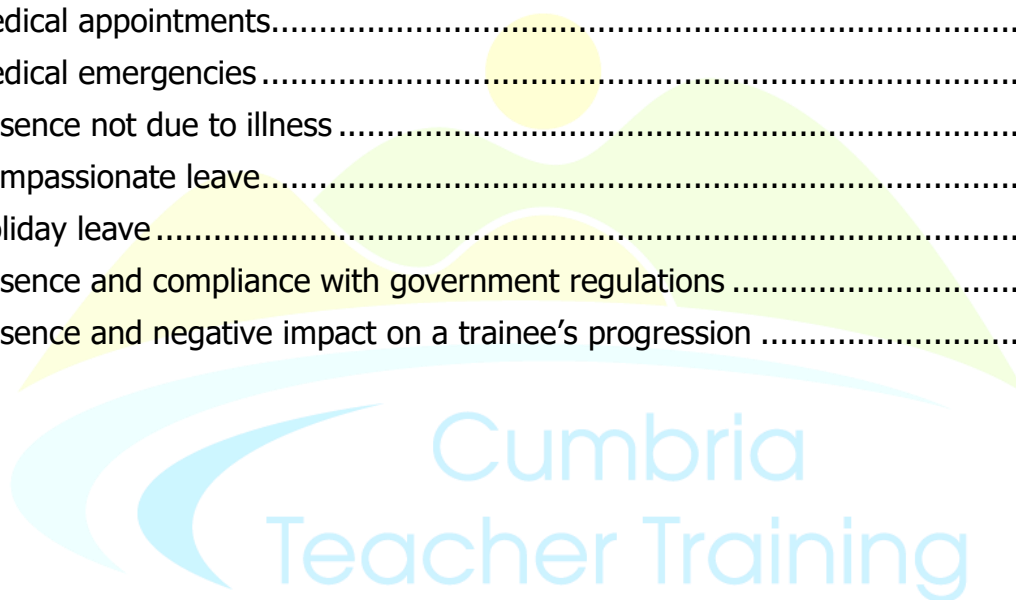
2020/2021

<i>At the time of publishing the following roles were held:</i>	
SCITT LEAD	MRS. W. KENDALL
CHAIR OF THE CTT BOARD	MRS. V. HEPBURN-FISH

Approved by ¹	
Name:	Mrs. V. Hepburn-Fish
Position:	Chair of the Board of Directors of CTT
Signed:	<i>V. Hepburn-Fish</i>
Name:	Mrs. W. Kendall
Position:	SCITT Lead
Signed:	<i>Wendy Kendall</i>
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Contents

Principles.....	3
Absence due to illness	3
Long term illness	4
Maternity leave	4
Paternity leave.....	5
Medical appointments.....	5
Medical emergencies	6
Absence not due to illness	6
Compassionate leave.....	7
Holiday leave	7
Absence and compliance with government regulations	7
Absence and negative impact on a trainee’s progression	8



Principles

Given the professional nature of the qualification, attendance is taken very seriously and QTS cannot be awarded to any trainee who is non-compliant through absence.

Attendance is also vital, given the learning demands of the course: it is easy to miss on vital experience and it can be difficult to make up lost ground.

These points mean that there are strict procedures for dealing with those absences that are unavoidable.

Absence due to illness

All absence due to illness must be reported by 08.30hr to:

1. to the Senior Administrator (by 'phone, or e-mail;)
2. and, if in school, to the school office (by 'phone.)

Illness of up to five days' duration may be self-certified. A self-certification form (available on the website) must be completed and forwarded to the senior administrator for such absences.

Illness of more than five days' duration must be supported by a doctor's note.

In the event of an illness raising doubts about a trainee's fitness to work, CTT will require medical evidence that a trainee is fit to return. It should be noted that, given the rigors of the qualification, options for phased return are very limited in which case the actions listed under the following heading may have to be instituted.

Failure to report absence is a breach of both CTT policy and Professional Standards for QTS and will result in disciplinary action. (See CTT Discipline Policy.)

Long term illness

Long-term illness has a very serious impact on a trainee's ability to progress against the QTS standards.

In extreme cases they may be unable to qualify due to non-compliance with government regulations.

Even if compliant with government regulations, a trainee's illness may so disrupt the learning of a school phase as to render it impossible for them to demonstrate the progression required for that phase. Since each phase is different and each trainee's circumstances are unique, it is impossible to give rigid rules for how this might play out. However, the senior administrator and SCITT Lead monitor absences and any trainee in such danger will be put on a support and capability plan. (See CTT Support and Capability Policy.) This means that the trainee will be advised and supported as to how best to proceed. Each case will be different but this might mean:

- having to extend the phase to make up additional days;
- or having to intercalate, or extend their phases into the following academic year to be able to qualify.

Maternity leave

Given the parameters of a one-year course, maternity leave as such is not available but CTT will aim to exercise what flexibility is possible within the course structure to enable the trainee to achieve QTS. The length of absence anticipated normally means that the course will have to be extended into a second year providing there is no substantial change in the requirements for QTS anticipated.

A trainee who becomes pregnant after being offered a place or during the first half term of the course can apply to have the course deferred for one year only, subject to there being no substantial change to the requirements for QTS during the deferment.

Any trainee requesting maternity leave must complete the course within six terms. One of those terms must be the final term of an academic year.

There may be some implications for a trainee receiving finance from SFE and the trainee will have to establish this with the relevant authorities.

The preferred plan is for a trainee to return in the second year two weeks before the anniversary of the date of commencement of maternity leave.

The trainee should notify the provider as soon as is practicable but not later than 14 weeks (unless there is good cause) before the expected week of childbirth (EWC) that she wishes to be absent for maternity.

Absence on account of illness which is attributable to the pregnancy, including absence on account of miscarriage, and which occurs outside the period of absence for maternity, shall be treated as ordinary sickness absence and shall be subject to the conditions normally governing such leave, provided it is covered by a doctor's statement.

Maternity leave should not normally be taken earlier than 11 weeks before the EWC.

The trainee will inform the provider of the date of birth of the child and may not return to study less than two weeks after the birth of the child.

Thereafter, the trainee should discuss with the provider when she intends to return to study and a timeframe for the completion of the course be agreed. Where a trainee does not make contact with the provider, the provider may write to the trainee no earlier than 21 days before the anniversary of the commencement of maternity leave, asking her to confirm the date of birth and her intention to return to work. The trainee or her representative must respond within 14 days of receiving the request. If there is no response, the provider will withdraw the trainee from the course.

Paternity leave

The nature of this one-year course means paternity leave as such is not available but the provider will aim to exercise what flexibility is possible to allow a short period of absence within the course structure and still enable the trainee to achieve QTS. If the length of absence anticipated is significant the implications and actions are just as for a period of long-term illness, see above.

Medical appointments

Routine appointments, for example dental check ups should not be made during course hours and leave will not be granted for these.

The difficulty of obtaining GP and hospital appointments is acknowledged and trainees should inform the provider of any other medical appointments for which they need to take leave and must provide evidence of these for course records. These will be honoured wherever possible though trainees should be aware that cumulative absences from such causes might affect their progression just as illness does.

Medical emergencies

We ask that trainees provide contact details for a nominated representative whom we can contact in the event of emergency. These should be logged with the senior administrator at the beginning of the course.

Absence not due to illness

There are some circumstances where absence not due to illness may be authorised.

Any such absences must be authorised by:

1. The SCITT Lead (using the authorised absence form, which can be downloaded from the website.)
2. In addition, if absence from school is involved, permission must also be sought from the school head teacher.

Trainees should be aware that cumulative absences from such causes might affect their progression just as illness does.

Trainees requesting such absences should do so using the Authorised Absence Request form. This is available on the website. The form should be submitted a minimum of two days prior to the requested absence.

Authorisation is at the discretion of CTT Board with the SCITT Lead normally nominated to make the decision.

Leave will normally be granted to attend a:

- job interview;
- after gaining a post, a familiarisation day at the school to, for example meet their new class;
- family wedding;
- family event where the trainee has a formal role e.g. as a sponsor for a first communion;
- personal graduation ceremony.

Trainees will be expected to make every reasonable effort to minimise travelling time to such events but CTT Board will recognise the need for reasonable travelling time to distant events.

Trainees may sometimes request a school visit day prior to applying for a post or interview. CTT Board recognise the importance of school visit days but will not allow them to impact on a trainee's learning. Therefore, normally only relatively local visit days will be accessible to trainees. Authorisation to, for example, leave school slightly early to attend these may be granted but time to travel to distant visit days

will not be given if it is judged that this endangers a trainee's progression or compliance. If a trainee is worried about a school perceiving this negatively, the SCITT Lead will provide a supporting statement for them.

Compassionate leave

CTT Board will grant compassionate leave in the event of such emergencies as bereavement; or serious accident to, or illness of, an immediate family member/dependant.

In such cases the Authorised Absence Form may be completed retrospectively but trainees must still contact CTT office and their school, if on a school phase, and inform them of the circumstances. The SCITT Lead will then arrange with the trainee how best to support them and discuss any possible implications regarding their progression.

Holiday leave

Given the nature of the course, this will not be granted, even for holidays booked before commencing the course.

Absence and compliance with government regulations

The senior administrator logs all trainee absences and warns both the trainee and the SCITT Lead if there is a danger of the trainee being non-compliant.

Should a trainee, through absence, fall below whatever the current government compliance regulations are they will, at the discretion of CTT Board, be offered the opportunity to make up the extra time.

If the shortfall is relatively minor, it may be possible to achieve this by extending a trainee's phase five experience.

In the event of more major shortfalls, due, for example to prolonged illness, this will require deferral and the completion of the trainee's course in the next academic year. In such instances the completion will be arranged at a time determined by balancing the trainee's wishes with the operational constraints of CTT schools.

Full details of these procedures are available in the *CTT Intercalation and Withdrawal Policy*.

Absence and negative impact on a trainee's progression

Even where absence does not result in non-compliance, CTT Board reserve the right to insist on a trainee making up lost time if there is evidence that the absence has had a negative impact on the trainee's progression.

Just as above, this may result in an extension of phase five or deferral.

