



Attendance, Absence and Deferral Policy

Author – Mrs G Theobald

Last review date – June 2018

Next review date – June 2019

Reviewed by – The Laurus Trust

Attendance, Absence and Deferrals Policy

Aims and values

Altius Alliance SCITT is committed to providing high quality training that supports each Associate Teacher to make progress towards achieving the Teachers' Standards for Qualified Teacher Status. Attendance is extremely important for all aspects of the course and failure to attend one or more aspects of the course may result in the Associate Teacher being unable to achieve the Teachers' Standards for Qualified Teacher Status.

We recognise that an Associate Teacher may, on occasion, be absent for very good reasons. The purpose of this policy is to provide guidance for Associate Teachers and for the management of the SCITT on how to proceed when an Associate Teacher is absent or unable to successfully complete an aspect of the course due to mitigating circumstances.

Leadership and Management

The Altius Alliance SCITT Strategic Board is responsible for:

- Ensuring that the policy is working in practice
- Directing the work of the Head of Programme in the monitoring and collation of data relating to deferrals
- Monitoring the success of the policy
- Identifying and remedying failures of the policy

The Head of Programme is responsible for:

- Ensuring all staff are aware of the policy and procedures
- Ensuring all Associate Teachers are aware of the policy and its contents
- Monitoring the attendance of all Associate Teachers
- Implementation of the policy
- Recording and reporting failures of the policy to Strategic Board

Procedures

Absence from central training

Any Associate Teacher who is unable to attend a centrally taught session must notify the Course Administration Team as early as possible on the day of absence. The SCITT Management Team will monitor attendance at centrally taught sessions. If a single period of absence extends to three days or more, the Associate Teacher must complete an Absence form and send this to the SCITT office. If the absence extends to five days or more, the Associate Teacher must provide the Head of Programme with a medical note. If any Associate Teacher has missed a total of 5 days or equivalent of centrally based training, the Associate Teacher will be required to attend a review meeting with a member of the SCITT Management Team.

Absence from Placement

If an Associate Teacher is unable to attend school during placement, the Associate Teacher must follow the school's procedure for notifying absence **in addition to** contacting a member of the Administration Team at The Altius Alliance Teaching School Base. As above, if Associate Teacher absence on placement extends beyond three days, the Associate Teacher must provide the Head of Programme with a completed Absence Self Declaration form. If Associate Teacher absence extends beyond five days, the Associate Teacher **MUST** provide the Head of Programme with a medical note. Attendance on placement will be monitored by the SLE. If any Associate Teacher has missed a total of 5 days or equivalent of the placement, the Head of Programme will be notified by the Subject Mentor and the Associate Teacher will be required to attend a review meeting with the Head of Programme. The Associate Teacher may be required to make up additional time within the placement school. The Associate Teacher will be notified of the number of additional days required by the Head of Programme. If it is not possible to make up the time within the same institution, the Head of Programme may arrange for the additional time to be made up within a different institution (for example on second placement). Failure to complete the specified number of days may result in the Associate Teacher not being recommended for QTS.

Deferral

If an Associate Teacher is unable to complete the required amount of classroom practice during the training year, s/he may need to defer part or all of one of the placements. The deferral may be requested by the Associate Teacher, or imposed upon the Associate Teacher by the Head of Programme with advice from the Placement School Tutor.

Once absence has reached 15 days (in total) or is expected to reach 15 days (for example through the receipt of a doctor's certificate), the Associate Teacher may be required to defer completion of the course. The Associate Teacher will be notified of the deferral requirement by the Head of Programme.

Once completion of the course has been deferred, this is considered to be a temporary withdrawal from the course and bursary payments will be halted until the Associate Teacher has returned to the course. The Associate Teacher may be referred for a further medical check to ensure fitness to continue training to teach.

If, in exceptional circumstances, it is foreseen that the Associate Teacher will be unable to complete the time before the end of the academic year, the Associate Teacher can request a deferral until the autumn term of the following academic year. Where this is granted, the Associate Teacher must successfully complete the equivalent of a minimum of six weeks' teaching placement. In all cases this must have been completed by 1st December. Associate Teachers should submit their written requests to the Head of Programme at the earliest opportunity. Deferral of placement until the autumn term will be in exceptional circumstances only.

Personal circumstances beyond medical conditions may also be a cause for deferral.

Monitoring

The Strategic Board will monitor implementation of the policy through an annual report from the Head of Programme.

Development and Training

The Head of Programme will ensure that all relevant data is collected on attendance, absence and deferrals. Issues arising from analysis of this data will be highlighted in the Head of Programme's annual report to Strategic Board. Proposed solutions to any issues arising from failure in policy or procedures will be identified by the Head of Programme in the annual report to Strategic Board.

Publishing policy

This Policy will be available through our documentation and the Altius Alliance SCITT website. A copy is available from the SCITT office.

Review date for the policy

This Policy will be reviewed by the Policy Review Group and presented to the Quality Assurance Board as part of the 2017 – 18 meetings cycle.

Equality Impact Assessments

<p>Names and titles of people involved with this assessment</p> <p>Title of Policy – Attendance, Absence and Deferral SCITT Policy</p>	<p>Emma Warrington – Trust Director SEND</p>																		
<p>Impact assessment carried out with regard to identified characteristics</p>	<table> <tr> <td>Pregnancy and Maternity</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Race</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Disability</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sex</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Gender re-assignment</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Age</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Religion & belief</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Marriage and Civil Partnership</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sexual orientation</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Pregnancy and Maternity	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>	Gender re-assignment	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Religion & belief	<input checked="" type="checkbox"/>	Marriage and Civil Partnership	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>
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<p>Summary of any issues/proposed changes</p>	<p>It is acknowledged that in dealing with any absence from central training or placement, due consideration will be given to the procedures if the absence relates to a protected characteristic</p>																		
<p>Date</p>	<p>September 2018</p>																		
<p>Date of next review</p>	<p>September 2019</p>																		

DEFERRAL

Please help us to monitor the reasons for your deferral. We believe the results from this questionnaire will help us to improve our programme.

Name:

Date:

I have decided to defer my studies on this programme because:

Please comment on the level/quality of support you have received so far on the course:

If you have any other comments, please use the box below:

Once completed please return this form to the SCITT Head of Programme.

DEFERRAL Standard Operating Procedure

At the start of the next academic year email Associate Teacher for either medical or personal circumstances confirmation.	Date: By:
If response is received – meeting organised	Date: Attendees:
If no response received – Letter posted to home address	Date: By: