

Trainee Attendance Policy

The SCITT teacher training programme is a highly intensive one-year course. Any missed learning opportunities during the SCITT year may potentially affect a trainee's ability to successfully demonstrate their achievement against the Teachers' Standards. Consistent attendance and punctuality are central to teachers' professional conduct. Therefore, trainees completing Bright Futures SCITT teacher training programme are expected to achieve consistent attendance and punctuality throughout the course.

Notification of Absence

If you are absent from placement, school-based training, SCITT training or PGCE, please inform Hilary Langmead-Jones (SCITT Manager) on HLangmead-Jones@bright-futures.co.uk by 8am on the day and each subsequent day of absence. A reason must be given for absence.

Placement Absence

You must also inform your placement school by 8am if you are absent from placement. Please email the school on each day that you are absent. Your mentor will inform you of school policy regarding absence and you *must* follow this.

PGCE Absence

If you are absent from a PGCE day at the University of Manchester you must inform your PGCE tutor by 8:30am and on every subsequent day of absence.

Attendance Monitoring

Absence from placement, school-based training, SCITT training or PGCE must be recorded by the trainee on the SCITT Attendance Tracker. This can be found on Microsoft Teams.

In addition, trainee absence will be recorded by Hilary Langmead-Jones in order to ensure that trainees are meeting compliance requirements.

School-based training attendance is monitored by the trainer and the SCITT will be informed of trainee absence.

PGCE attendance is monitored by the PGCE Provider. The SCITT Manager will be notified in response to persistent PGCE absence.

The following circumstances will trigger a meeting with the SCITT Programme Lead/Director:

- 3 episodes of sickness absence
- 5 consecutive days of absence
- A pattern of recurring short term absence

Absence due to Illness

Trainees can self-certify for the first seven days (including weekend days) of absence due to sickness.

A doctor's certificate (Fit for Work Certificate) must be obtained for absence which extends beyond 7 days. A copy of the Fit for Work Certificate must be forwarded to Hilary Langmead-Jones (SCITT Manager) on HLangmead-Jones@bright-futures.co.uk. Further absence must be supported by further certificates.

In response to any absence which continues beyond 15 working days without communication, the SCITT Director may choose to deem the trainee's period of study interrupted. In this case, the trainee will be notified in writing. If the trainee is in receipt of finance from Student Finance England (SFE), a Change of Circumstances form (COC) will be submitted to the SFE by Bright Futures SCITT suspending studies on medical grounds.

Ongoing Illness

A trainee whose absence is due to an ongoing illness such as depression, arthritis, unstable diabetes or asthma may be invited to discuss the likely impact of such illness on the trainee's studies. A referral to Occupational Health may be offered.

Medical Appointments

A trainee seeking authorisation to attend a hospital appointment must provide evidence of the appointment in the form of a letter or email to **both** the school and the SCITT manager.

Routine medical appointments should not be made during the working day.

Holidays

The intensive nature of the course means that holidays must not be taken during term time. Trainees booking holidays during school holiday time must check the term dates of their placement school website as alternative term date websites are often inaccurate.

Authorised Absence

Authorisation may be sought for absence due to specific circumstances such as graduation ceremonies, interviews and unavoidable medical appointments. Trainees must contact the Course Lead for authorisation of such absence.

Absence may be authorised in exceptional circumstances.

Graduation Ceremonies: an absence of one day will be granted to allow a trainee to attend their own graduation ceremony. This includes travel to the location.

Interviews: All reasonable requests will be granted.

School Visit prior to application/interview: Trainees must arrange visits outside of school time in order to minimise disruption to the placement school and impact on training.

School Visit to employer school: All visits to a trainee's employer school must take place during Enrichment Week. Reasonable requests outside of this will be granted at the discretion of the Course Lead.

If authorisation is granted, trainees must inform their placement school of authorised absence in advance of the date. Trainees must submit plans and resources to their placement school so that classes are not disadvantaged by authorised absence.

Maternity Leave

Trainees seeking to take maternity leave from the SCITT programme will be invited to meet the Director/Course Lead to discuss a planned interruption of the course. It is anticipated that maternity leave taken during the SCITT year will mean a return to the course in the following academic year. Any trainee requesting maternity leave must complete the course within 6 school terms.

A trainee who becomes pregnant after being offered a place or during the first half term of the course may apply to defer their placement to the following academic year subject to any changes in entry requirements.

Trainees must inform Bright Futures SCITT of the pregnancy within the first 14 weeks in order that a placement risk assessment might be carried out. This information will be confidential and only shared with the placement mentor with the trainee's agreement.

A trainee in receipt of student finance must use a COC to inform Student Finance England of the suspension of studies. A further COC must be completed on return to the course.

A trainee paying fees through an SFE loan must be present in term 3 of one of the academic years in which they complete the course. Bright Futures SCITT may request 25% of the total tuition fees direct from the trainee if this is not the case.

Paternity Leave

Bright Futures SCITT may be able to offer a short period of absence for paternity leave, but this is subject to consideration due to the short and intensive nature of the course.

Compassionate Leave

Leave will be considered on a case by case basis. Requests for leave that exceed 3 working days must be referred to the SCITT Director.

Unexplained Absence

Trainees will be asked for the contact details of a Named Representative who may be contacted in the event of unexplained trainee absence.

The Named Representative may be contacted when a trainee is absent without explanation if the trainee themselves cannot be contacted.

When a trainee is absent without authorisation and a Fit for Work certificate has not been provided, the following procedure will be followed:

- Both the trainee and the named representative will be contacted.
- The trainee will be asked to attend a meeting with the SCITT Director.
- If the trainee does not attend the meeting or arrange a suitable alternative, Bright Futures SCITT will inform the trainee in writing that their studies have been suspended. Student Finance England will be informed accordingly.

Bright Futures SCITT is committed to ensuring the success of all trainees and would encourage communication at every stage to ensure positive outcomes for all trainees.