



THE SHEFFIELD SCITT

ATTENDANCE, ABSENCE AND DEFERRALS POLICY



National Teaching School
designated by



National College for
Teaching & Leadership

The Sheffield SCITT is owned and operated by Notre Dame High School, Sheffield, a National Teaching School

1. Purpose

- To provide guidance for trainees and for the management of the SCITT on how to proceed when a trainee has one or more periods of absence
- To ensure that trainees are appropriately supported following periods of absence
- To ensure the Sheffield SCITT has appropriate systems in place to ensure the highest standards of attendance
- To provide guidance to SCITT management on dealing with Leave of Absence requests.

2. Applies to

- All SCITT trainees.

3. This policy must be read and reviewed in conjunction with:

Referral, Deferral, Suspension and Withdrawal Policy

4. The Sheffield SCITT will achieve its stated aims through the following means

4.1 Ensuring that all staff and trainees are aware of the following expectation:

- Attendance is expected at all aspects of training. For the purposes of clarity this includes Hub Sessions, Placements and University Sessions. Failure to attend all aspects of the course may result in trainees not having met the requirements to be awarded QTS.

4.2 Ensuring that all staff and trainees are aware of the following absence procedures:

- In the case of any absence, planned or otherwise, trainees **must** let their Core or School Direct Lead know about the absence. This must be done in advance where there is a planned leave of absence, and on the day of absence if not. This is to enable Core and School Direct Leads to monitor attendance and to ensure that appropriate support is in place where required, and to ensure that trainees are completing the required number of days in school to achieve QTS.
- Where a trainee needs to request a Leave of Absence in advance (eg for attendance at a funeral, graduation, non-routine medical appointment, etc) they should also speak to their ITT coordinator if this would involve missing all or part of a day in the placement school. In general, such requests should be informed by the Leave of Absence policy of the current placement school.
- Any trainee who is unable to attend school during placement for unforeseen circumstances must follow the placement school's procedure for notifying absence **in addition** to alerting their Core or School Direct Lead.

4.3 The following are triggers that will prompt further action:

- A single period of absence extends to 3 days. The trainee must complete an Absence Self Declaration form and return this to the SCITT office.
- Total absences extend to 5 days. The trainee will be asked to attend a review meeting with the appropriate Core or School Direct Lead. This will include discussion about how the trainee can catch up on anything that has been missed and whether any support is needed.
- Any pattern of absences that is identified by the SCITT will result in a review meeting with the appropriate Core or School Direct Lead.

4.4 Where there are concerns relating to absence of either an individual trainee or cohorts of trainees, the appropriate Strategic Phase Lead must report these concerns and any associated actions to the Management Board.

4.5 At any point that the SCITT feels that the levels of absence mean that the trainee is unlikely to be able to fulfil the requirements to be awarded QTS then Referral, Deferral, Suspension or Withdrawal from the course will be considered.

Review Date: July 2018 **Next Review:** July 2019
Review Mechanism: Management Board