

# CTSN SCITT

## Attendance & Absence Policy



Document Control	CTSN SCITT Attendance & Absence Policy
Version & Date	Actions / Notes
1.0      November 2025	New revised Policy November 2025
Policy Reviewed	November 2025 (Currently under review)
Policy Review Frequency	Every 2 years in line with statutory guidance
Next Planned Review	November 2027

# Attendance & Absence Policy

## 1.1 Course Expectations

- a) Trainees must comply with DfE statutory guidance for Initial Teacher Training (ITT) and Early Years Initial Teacher Training (EYITT): see criteria and supporting advice documents.
- b) CTSN monitors attendance and offers support and pastoral support plans to help trainees with attendance issues.
- c) Attendance expectations align with typical school professional standards.
- d) 100% attendance is expected at all timetabled sessions.
- e) Any unplanned absences must be reported to CTSN SCITT by 7.30am of the morning of the absence and to the placement school setting in line with school policy.
- f) Planned absences must be agreed upon with CTSN SCITT at least 2 days ahead and the placement school setting is notified.
- g) Trainees must attend all scheduled school/setting and SCITT days as published in their route's training programme.
- h) Legal requirement to complete a minimum of 120 days in school/setting (Primary/Secondary route only).
- i) For the EYITT route trainees must be employed in an EYFS setting for at least 22.5 hours per week throughout the programme.
  - i. A 10-day school placement is required:
  - ii. 5 days in Reception (unless already employed there)
  - iii. 5 days in KS1, with some time in KS2
  - iv. A 20-day alternative age phase placement is mandatory and will be assessed.
  - v. Trainees must attend: CPLD days and 3 professional visit days to contrasting/diverse settings
- j) Significant absence may result in the requirement for a course extension.
- k) Any course extension is limited to one term unless the trainee has deferred.
- l) Before the start of the course, trainees must provide the emergency contact details of a representative who can be contacted regarding absence if a trainee is uncontactable.
- m) Failure to meet attendance requirements may result in a disciplinary procedure, and QTS or EYTS may not be awarded.

## 2.1 Punctuality

- a) Trainees should promptly inform CTSN SCITT and placements schools of absences.
- b) Critical for professional commitment and safeguarding.
- c) Notify the school/setting-based mentor and Programme Administrator if late.
- d) Arrival more than 30 minutes late counts as an absence for that session unless a prior arrangement is made.
- e) Persistent lateness will trigger a meeting with the Phase Lead.

## 3.1 Absence Reporting (Emergency):

**School placement:** Follow school/setting procedure and tell mentor, copy in Programme Administrator and Phase Lead.

**CTSN:** Report by 7:30am to your Programme Administrator for any absence on any Centre-based training (CBT) day or Continuous Professional Learning and Development (CPLD) days:

#### EYITT:

- Lindsay Kerrison ([LKerrison@ctsnscitt.org](mailto:LKerrison@ctsnscitt.org))
- Your EYITT Senior Tutor
- Your setting placement Mentor

#### Primary Trainees:

- Lucy Murray ([lmurray@ctsnscitt.org.uk](mailto:lmurray@ctsnscitt.org.uk))
- Your CTSN SCITT Senior Tutor
- Your Mentor/ ITE coordinator

#### Secondary Trainees:

- Beata Gibson ([bgibson@ctsnscitt.org.uk](mailto:bgibson@ctsnscitt.org.uk))
- Your CTSN SCITT Senior Tutor
- Your Professional Tutor
- Your Mentor

### 4.1 Unnotified Absence:

- a) If absence is not reported, CTSN will firstly contact the trainee but if unsuccessful CTSN will contact the named emergency representative.
- b) If after 10 working days without contact, studies will be suspended, and Student Finance England (SFE) will be notified.
- c) After 20 working days without contact, the trainee will be deemed withdrawn from the course and Department for Education (DFE) and Student Finance England (SFE) will be notified.
- d) Under any disciplinary investigation, the trainee will be deferred from the course until the investigation is resolved. Student Finance England (SFE) will be notified.

### 5.1 Planned Absence Requests

- a) Any planned leave of absence must be emailed and agreed in advance (at least 2 days' notice) with the course Phase Lead and placement school/setting notified. Salaried trainees should submit any requests to both their employing school and CTSN SCITT.
- b) School-based Mentors and ITE Coordinators/Professional Tutors cannot grant absence requests, except for salaried trainees (Primary/Secondary route only).
- c) Requests should be submitted at least two or more working days in advance.

- d) Teaching interviews will be approved absences if a trainee is on track to pass.
- e) Extended or concerning absence patterns will trigger formal meetings with a Phase Lead.
- f) Course extensions may be required to complete insufficient school/setting days, potentially beyond published end dates.
- g) Observance of religious holidays/festival will be given reasonable accommodation where possible, and trainees are asked to try and avoid missing CBT if possible.

## 6.1 Catch-Up Procedures

- a) A single missed Centre-based training (CBT) day or Continuous Professional Learning and Development (CPLD) days may need to be caught up depending upon individual circumstances and your Phase Lead will communicate what is required to be completed and when by. It is expected that a trainee's Reflection in OneNote is completed, will state reason for absence and has notes from the missed CBT training.
- b) Multiple missed CBT/ CPLD days, a discussion is required with the Phase Lead to decide a plan for any catch up required.
- c) Any missed days will be recorded by the CTSN Administrator and Phase Leads will regularly check OneNote to make sure they are complete.
- d) ST to verify and flag to Phase Lead if the Weekly Reflection has not been completed. This needs to demonstrate reflections on CBT and allocated reading as well as school-based practice.
- e) EYITT – if CPLD days are missed then this must be caught up with by online session and discussed with Senior Tutor.

## 7.1 Sickness Absence

### 7.2 Self-Certification:

- a) For absences of 5 working days or less
- b) Limited to 6 working days total during the course.
- c) Absence for more than 6 working days will trigger a meeting with Phase Lead.
- d) Submit self-certification form upon return

### 7.3 Medical Certification:

- a) Required for absences longer than 5 continuous working days
- b) Medical certificate/statement must be sent as soon as possible
- c) Additional certificates are required if illness continues
- d) An absence Review Form (Appendix C) must be completed by Phase Lead and trainee on return to training for either persistent absence or periods of absence over 5 consecutive days.

### 7.4 Extended Absence:

- a) For absences exceeding 15 working days, studies will be deferred until fit to return to the course
- b) SFE will be notified via Change of Circumstances (CoC) form

- c) For ongoing conditions, submit a mitigation form with a medical certificate before the 15-day deadline

### 7.5 Occupational Health:

- a) Referrals may be made to support wellbeing
- b) Will advise if trainee is fit to undertake course (with or without adjustments)

### 7.6 Return to work:

- a) Senior Tutors will maintain contact during absence
- b) Return-to-work after a medical certified leave requires a meeting with Phase Lead
- c) May include updates on changes, assessment of fitness to return, and priorities upon return

## 8.1 Maternity and Paternity Leave

### 8.2 Maternity leave:

- a) Course must be completed within six terms, with one being the final term of an academic year
- b) Notify CTSN at least 14 weeks before the expected week of childbirth (EWC)
- c) Leave shouldn't start earlier than 11 weeks before EWC unless declared medically unfit
- d) Cannot return less than 2 weeks after birth
- e) CTSN will formally suspend studies and notify SFE
- f) If requiring student finance, must apply as a returning student for the second year

### 8.3 Paternity leave:

- a) A short period of absence may be permitted
- b) Significant absences may require course extension

## 9.1 Other Absences

### 9.2 Medical Appointments:

- a) Inform CTSN of appointments requiring leave of absence by completing a Planned Absence form (appendix B)
- b) Routine appointments should not be scheduled during working day

### 9.3 Compassionate leave:

- a) Up to 3 working days for bereavement/serious illness of immediate family
- b) Up to 5 working days for the death of a spouse/partner/parents
- c) The Phase Lead may grant additional leave if required
- d) Extenuating circumstances will be considered on a case-by-case basis

### 9.4 Private and Personal leave:

- a) Maximum of 2 days during the course for urgent personal business
- b) Personal absence requests, non-emergency appointments, and school/setting visits are evaluated on a case-by-case basis
- c) Holidays are not permitted during the course term time due to the intensive nature of the course

## 10.1 Equality Act considerations

- a) Full investigation conducted for disabled trainees under Equality Act
- b) Absences due to disability may not be counted in sickness monitoring if legally justified
- c) Reasonable adjustments will be reviewed

## 11.1 Financial implications

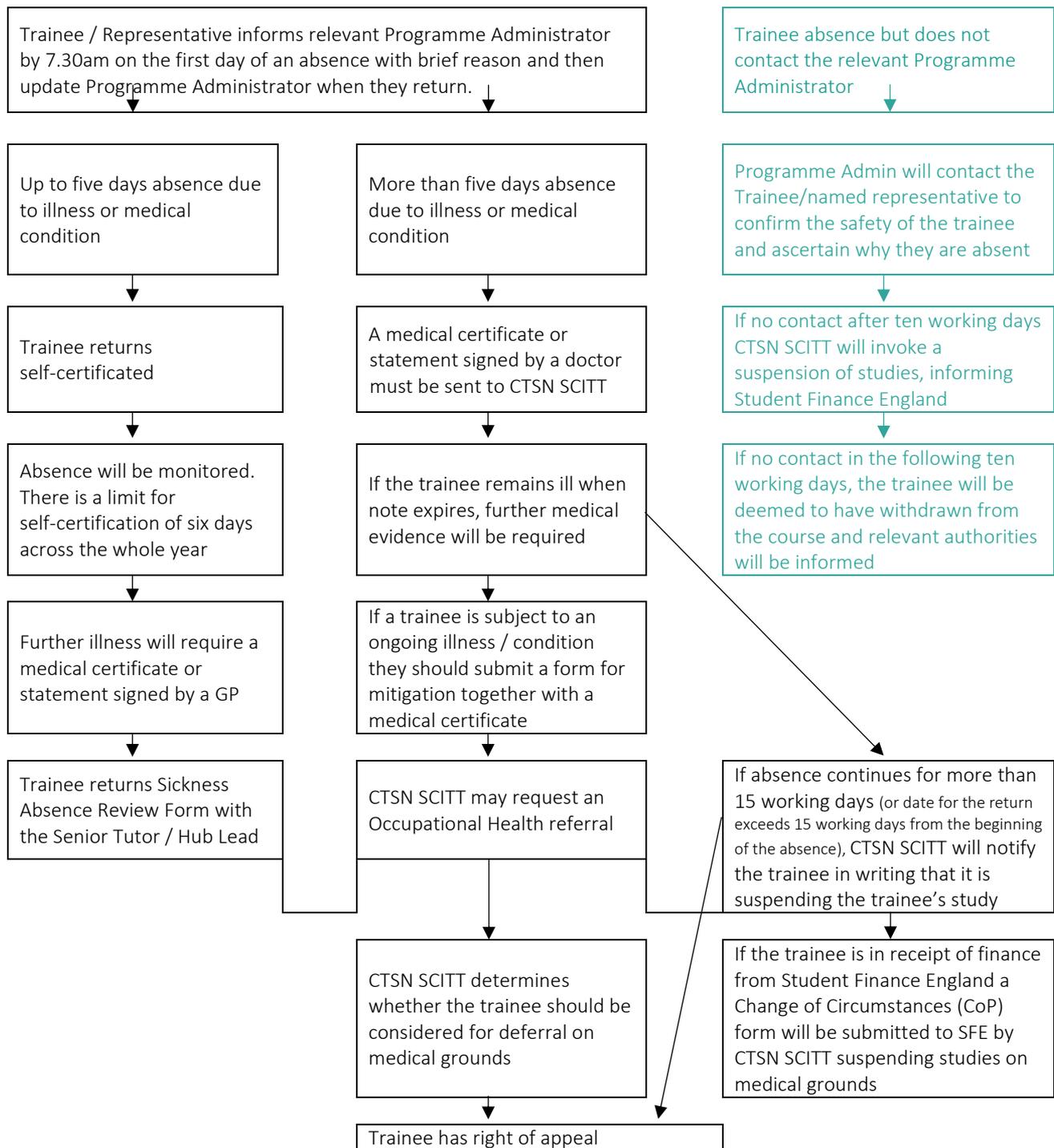
If a trainee withdraws, fee liability is as follows:

- Withdrawal after Induction Day/ Signing the registration document and before the start of the course £250
- Withdrawal from 1st September to 30th November: 50% of the full year's tuition fee
- Withdrawal from 1st December to 28th February: 75% of the full year's tuition fee
- Withdrawal on or after 1st March: 75% of the full year's tuition fee

## 12.1 Appendices available

- Appendix A: Absence Procedures Flowchart
- Appendix B: Planned Absence Request Form
- Appendix C: Absence Review Form
- Appendix D: Mitigating Circumstances Form
- Appendix E: Terminal Illness Guidance

## Appendix A - Absence Procedures Flowchart





## Appendix C: Absence Review Form

This is the management record of a CTSN SCITT Absence Review meeting. It will be held on the trainee's file. The record may be accessed and referred to by those with authority to manage the Absence Policy. The meeting will be held in private.

### Confidential

Trainee's name:	Date of Meeting:
Interviewer's name:	

#### Details of Sickness Absence

Period of Absence:	Number of Days Absent:	
Reason(s) for Absence:		
Is absence related to a disability under the Equality Act?	Yes	No
If yes – details of medical evidence must be attached		

#### Details of Meeting

Key points discussed: Welcome and update, if necessary, on SCITT events and changes		
Reasons for absence – any underlying medical condition?		
Are you fully recovered and able to resume full duties?	Yes	No
If your view is "no" then action plan must consider: Referral to OH/Temporary adjustments		

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Action Plan

<p>The objective is to reach a position where your level of attendance will be 100%. Is there anything the SCITT can do to improve your attendance, eg OH referral, counselling, a review of risk assessment or temporary adjustments?</p>
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<p>Is your absence in any way related to the course? If so, how?</p>
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<p>Are you doing all you can to improve your attendance? Eg acting on medical advice, lifestyle choices, attention to work life balance or non-medical support such as counselling.</p>
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Is a Fit note required for any period of absence during the monitoring period?	Yes	No
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Review

Your attendance will be reviewed on this date			
NB: Further absence during this period may mean that the review is held under a formal procedure			
You have been given an Absence Policy and the process explained	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

Tutor's Signature		Date:
Trainee's Signature		Date:

## Appendix D: Mitigating Circumstances Form

If you are facing short-term or long-term exceptional circumstances, you may submit a mitigating circumstance form to your Senior Tutor to request:

- A short break from the programme
- An extension to target / task / evidence bundle submissions deadlines

A break / extension can normally be granted for a period of up to two weeks.

Examples of exceptional circumstances include:

- illness of self or dependents;
- unanticipated changes in personal circumstances.

The following reasons would not normally be accepted as valid reasons:

- holiday arrangements;
- social commitments;
- normal work pressures;
- religious festivals;
- technical software, hardware, network or internet problems.

## CONFIDENTIAL

### Part I - to be completed by the Trainee

Please complete part I of this form and email it to your Senior Tutor along with any supporting evidence.

You must continue to work on your targets / tasks / evidence bundle submissions whilst waiting for a decision.

Name		Date	
Signature		Hub	
Request			
Reason for the request			
Documentary evidence to support the request (if applicable)			
If applicable, the name of the CTSN member who you have discussed this with			

**Decisions will be made as quickly as possible, and you will be notified of the decision by your SCITT via email**

Part 2 to be completed by the Programme team

Date form received			
Note discussions with CTSN colleagues			
Outcome, with reasons			
Plan going forward			
Date decision communicated to trainee			
Name		Date	
Signature		CTSN Role	

## Appendix E: Terminal Illness

Where the trainee is still able to continue in work, ideally, the Senior Tutor will be able to discuss the issue with him/her and will make best efforts to be sensitive to his/her needs. Following discussion with the trainee, the Senior Tutor should consult the SCITT Director (and the occupational health/registered medical practitioner) to determine:

- the trainee's level of fitness;
- whether the trainee remains fit enough to be at work;
- whether the trainee's continued attendance will be detrimental to his/her health;
- the trainee's ability to undertake all or some of their normal duties.

The SCITT Director should undertake a risk assessment, which should be regularly reviewed and updated.

Any action should take into account the trainee's wishes as far as reasonably practical, but the Director's retains a responsibility to fulfil a duty of care not only to the trainee but also to his/her colleagues and other members of the SCITT community.