

Trainee Attendance and Lateness Policy

1. Scope and Expectations

- 1.1 This procedure is applicable to all Mid Essex ITT trainees.
- 1.2 Failure to sustain attendance of 90% or above (at school, GPS and SPS) jeopardises the trainee's ability to demonstrate competence against the Teachers' Standards.
- 1.3 Attendance at GPS and SPS and any other central training takes priority over other school commitments. GPS and SPS sessions cannot easily be replicated and they make up the core of the trainees' pedagogical and subject training. Although trainees are actively encouraged to take part in school activities, trips and training, it is politely requested that trainees do not miss GPS and/or SPS to attend such events.
- 1.4 Trainees must inform their placement/employing school of any absence and the reason for that absence (as would any other employee).
- 1.5 Similarly, trainees must inform central office of any absence from central training (including subject studies sessions) and the reason for it.
- 1.6 Trainees are expected to attend school-based activities and central training activities on time. They must let the relevant people know if they are going to be late and why.
- 1.7 All planned absence must be approved in advance by Course Tutor (central training) or Professional Mentor (school based activities).
- 1.8 Trainees should normally arrange non-urgent personal medical appointments (e.g. doctor, dentist, hospital, elective procedures) outside of their normal working time, including General Professional and Subject Professional Studies, wherever possible.
- 1.9 Absence extending over five working days must be accompanied by a Medical Certificate.
- 1.10 Mid Essex Initial Teacher Training and the placement school may, as appropriate, require a referral to an Occupational Health Advisor where a trainee's absence or other issues indicate a potential health concern. In these circumstances, the trainee will be advised of the process and the reasons for this referral. The purpose of the referral is to explore options to support the trainee to minimise absence.
- 1.11 Persistent lateness - If the trainee is late to more than 10% of school based or central training activities then Stage 1 of the procedure outlined below will be invoked.

2. Stages of the Procedure

Stage 1

- 2.1 Inform trainee in writing when close to 10% absence with offer of informal meeting to provide support.
- 2.2 Inform trainee of procedures that will be followed.

Stage 2

- 2.3 Formal meeting with Programme Manager and Course Tutor to discuss possible course of actions which will include:

- a) Continuing with improved attendance/punctuality
- b) Extending the training programme
- c) Deferring
- d) Withdrawal from the training programme

2.4 Individual Action Plan with specific attendance targets based on the above meeting will be drawn up.

Stage 3

2.5 If attendance falls to 80% the Management Committee will discuss the matter; and unless there are exceptional mitigating circumstances the trainee will be removed from the course.

3. Appeal

3.1 The trainee will have the right of appeal against a decision of a Mid Essex ITT committee. Please refer to the Trainee Appeals Policy and Process for further information.