

BRADFORD BIRTH TO 19 SCITT

Attendance and Punctuality Policy and Procedure

Date Approved: July 2026 -TBC

Approved By:

Review date: July 2028

Publication: This Policy and Procedure will be published on the SCITT Website.
Trainees will be informed of their right to utilise this policy and process at their discretion.

Our Initial Teaching Training Programme is a professional course of training and education. All trainees are expected to always conduct themselves in an appropriate professional manner to ensure they uphold our values. Trainees are entitled to expect that their training mirrors the professional experience of a teacher and placement schools are entitled to expect that trainees will present and conduct themselves in a way that is consistent with the professional expectations of a teacher. High levels of attendance and punctuality are key to ensuring trainees make progress through their training year and meet part two of the teacher standards.

1. Trainees are expected to attend all SCITT based training sessions and school placements. Regular attendance is crucial for successful completion of the program.
2. Punctuality: Trainees are expected to be punctual for all sessions, as lateness can disrupt the learning environment and impact the overall effectiveness of the training.

Punctuality

Punctuality is obviously very important within the professional context of working in schools/settings. Trainees should establish with their mentor the expectations with regard to arrival time in school to prepare for the start of the day and time to support the class teacher at the end of the day. Trainees should also clarify expectations regarding attendance at staff meetings and planning meetings.

Delayed arrival

a) At placement school.

If a trainee finds that they will be unavoidably late, it is important to ring the school to let staff know ASAP and follow their placement school's procedures.

b) At a training session.

It is expected that all trainees will arrive in good time for all training sessions. Obviously, unavoidable delays can occur but late arrivals are expected to apologise to the trainer or SCITT staff and give an explanation for the late arrival.

Absence

It is a requirement of this professional course that trainees attend **all** training provided. Any trainee missing days in school or training without extenuating circumstances or medical reasons, **will be viewed as acting unprofessionally**. Ultimately, this may affect the trainee's ability to demonstrate achievement of the Teachers' Standards.

Requesting permission for absence due to personal reasons from:

a) School/Setting

Permission must be sought from the ITT coordinator, in advance, if a trainee needs to miss time in school due to personal reasons (e.g. funeral, hospital appointment, and job interview). The ITT coordinator may on these occasions refer the trainee to the Head of ITT for permission.

Please note: Trainees are expected to arrange routine medical and dental appointments outside of school hours or during the school holidays. Where specialist or hospital appointments are unavoidable during the school day, permission must be sought in advance and evidence of the appointment may be requested.

b) Training Days

Permission must be sought from the SCITT leadership in advance, for a trainee to miss training sessions. It is a requirement of the course for professional reasons that the trainee attends **all** training sessions unless there are medical reasons or permission has been granted by the course team.

Absence due to illness

The following procedures should be followed in these cases:

a) Illness on a school day

If through illness a trainee feels unable to attend a school day they should contact the school following the procedures advised by their ITT coordinator. It is important the school are aware of the absence before the start of the school day. **The SCITT office should also be contacted by email (scitt@bradfordbirthto19.org), by the trainee on each day of absence and when the trainee returns to school.**

Trainees are required to complete a return to work form following all absences.

<https://forms.gle/9p5F94NXA196h3jm7>

b) Illness on a training day

If a trainee is unable to attend a training session through illness the SCITT office should be informed of this by e-mail (scitt@bradfordbirthto19.org) on each day of absence. Trainees are responsible for reviewing any missed materials on Google Classroom. This ensures that trainees swiftly make up any gaps in their learning and remain on track with the curriculum

Absence related to mental health and well-being

The SCITT acknowledges the significant demands of teacher training and considers trainee well-being a primary priority. Should a trainee feel unable to attend their placement or a training session due to mental health concerns, including stress or anxiety, they are encouraged to seek assistance. Trainees can access internal support through the SCITT leadership and their lead mentor. Furthermore, all

trainees are provided with free access to **Education Support**, an external charity offering 24/7 confidential counseling and emotional aid specifically for those working in education.

1. **Helpline:** 08000 562 561
2. **Website:** www.educationsupport.org.uk. Requesting support is considered a professional strength, and the SCITT is dedicated to assisting trainees through such periods.

Emergencies and Statutory Leave

Unforeseen Emergencies and Compassionate Leave We recognise that emergencies happen, such as severe public transport disruption, extreme weather, or the sudden need to provide emergency care for a dependent. In these instances, trainees must notify the school and the SCITT office as soon as safely possible. Requests for compassionate leave will be considered sympathetically on a case-by-case basis by the Head of ITT.

Maternity, Paternity, and Adoption Leave Absences relating to maternity, paternity, or adoption are not managed under the standard absence procedure. Trainees requiring this leave should speak to the Head of ITT and the SCITT administration team as early as possible so that a formal plan including a suspension of studies and extension to the training programme where necessary can be appropriately structured.

Attendance Record

All trainees have an attendance record which must be marked on google classroom and will be monitored by SCITT SLT. This will be used for writing professional references and to monitor the professional requirements of the SCITT regarding trainee attendance.

Trainees will be asked to attend an attendance review meeting if their attendance falls below our expected standard as per the following:

- 3 episodes of sickness absence
- 3 consecutive days of absence
- A pattern of recurring short term absence
- Attendance or punctuality concerns either around well being or professionalism

Attendance Review Procedure

Following monitoring procedures an attendance review meeting will be conducted with a trainee and course leader(s) / lead mentor if a trainee meets the threshold for persistent absence. The primary focus of this meeting is to ascertain the reason for absence and offer support to the trainee to improve their attendance.

The outcome of the attendance review meeting would either be continued monitoring, if the reason for absence is not reasonable and justified or trainee goes on a support plan with attendance targets. Where an attendance review determines that missed sessions are linked to mental health, SEND, or long-term medical needs, the SCITT Inclusion Lead will be engaged. Through collaboration with the trainee, a 'Personal Plan' may be developed to implement appropriate reasonable adjustments within training and school settings, ensuring alignment with our Equity, Diversity and Inclusion (EDI) Policy.

Consequences of Persistent Poor Attendance

Attendance and punctuality are fundamental professional obligations. Persistent absence without valid extenuating circumstances, or a failure to adhere to the SCITT's reporting procedures, is viewed as a direct breach of Part 2 of the Teachers' Standards (Personal and Professional Conduct). If an attendance review results in a formal Support Plan, the trainee must demonstrate immediate and sustained improvement. If a trainee consistently fails to meet the attendance targets outlined in their Support Plan, they will fail the course and be withdrawn from the training programme.