



Attendance Policy

Rationale

Trainees, no matter what route, must comply with Statutory guidance outlined in the DfE document *Initial Teacher Training (ITT): criteria and supporting advice (June 2020)*.

All trainees must work in two schools, to comply with DfE regulations.

CTSN SCITT sets its own requirements; a higher standard can be reached via a greater number of school days and all our training routes reflect this. It is also important that Core Training sessions are not missed, as it is very difficult to catch up in the same way due to many of the sessions being practical and interactive.

Policy

In-school and core training attendance will be tracked using the termly reporting structure and monitored by the Senior Tutor Team.

- Trainees will be expected to attend all school and CTSN SCITT days listed in the published core training programme for their route.
- The CTSN SCITT attendance expectations will be in line with those typically found in a school.
- Absence from in-school or core training will need prior agreement from the Senior Tutor Team.
- School based Mentors and ITE Co-ordinators/Professional Tutors cannot grant absence requests.
- The Senior Tutor Team will grant absence for teaching interviews, but personal absence requests, non-emergency medical/dental appointments and school-based visits will be reviewed on a case-by-case basis and may not be authorised.
- Once an absence is authorised, the Senior Tutor will email the trainee and the Hub Administrator to confirm, and they will record on the register/termly report.
- Extended periods of absence or concerning absence patterns from either in-school or Core Training will trigger a formal meeting with Senior Tutor.
- Trainees who require an extension to ensure they have completed enough in-school days will be informed by the Senior Tutor and this may, in some cases, go beyond the published end date of the course.

How to report my absence?

Any emergency absence needs to be reported to the following people in advance, or by 7.30am on the day of the absence:

Secondary Trainees

Cambridge Teaching Schools Network SCITT

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- Bury Hub administrator: - Christine Barber Cbarber@camteach.org.uk
- Cambridge Hub administrator: - Catherine Patmore cpatmore@camteach.org.uk
- Your CTSN SCITT Senior Tutor
- Your Professional Tutor
- Your Mentor

Primary Trainees

- Bury Hub administrator: Caroline Abraham cabraham@camteach.org.uk
- Cambridge Hub administrator: Lucy Murray lmurray@camteach.org.uk
- Your CTSN SCITT Senior Tutor
- Your Mentor

How do I ask for authorisation for an absence?

Any personal/other absence forms requests should be submitted via email to the trainee's Senior Tutor and Hub Administrator for authorization in advance of the absence date. The more notice you can give the Senior Tutor Team the better.

Trainees should email their Senior Tutor if Core Training is missed and discuss how they will catch up from the session before completing this form below with the outcome of their catch-up activities.

Any core training sessions missed will need to be followed up with a Core Training Catch-Up form (available on OneNote) and sent to the trainee's Senior Tutor via the Hub Administrator. The Senior Tutor will follow up with the trainee that the missed work has been completed.

This policy should be read in conjunction with the CTSN SCITT's:

- [Absence Policy](#)
- [Well-being Policy](#)

This Absence Policy will be reviewed every two years.

Policy review date: Summer 2023