

1. RCTTP Attendance and Deferral Policy

This Attendance and Deferral Policy outlines the expectations and roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

This policy is made available to all members of the Partnership through the RCTTP website. A hard copy of the policy is available, with relevant appendices, in the centrally held policy file.

1.1: Trainee Attendance

Trainees are expected to achieve a 100% attendance rate over all parts of their training programme. This is one way in which trainees demonstrate a positive professional attitude and hence meet the expectations outlined in the Preamble and Part 2: Personal and Professional Conduct of the Teachers' Standards.

Unexpected absences do occur:

- where trainees are unable to attend centre-based training or school visits the relevant Course Leader should be informed as soon as possible;
- where trainees are absent during school placements they should follow normal staff protocols for reporting absence and should also inform the relevant Course Leader.

Extenuating circumstances for absence will be judged on their merits. Again, RCTTP must be informed. Absence which impacts on a trainee's ability to meet the Teachers' Standards may result in the extension or deferral and if appropriate monitored through the concerns procedure.

Any unexplained absence will result in RCTTP taking disciplinary action:

- the unexplained absence will be discussed with the trainee (and placement school if applicable)
- if judged necessary the RCTTP Concern Procedure will be instigated (Appendix 4)
- continuation on the programme will depend on the satisfactory completion of the targets established within the Progress Support Plan.

Following a period of absence supported by a Fit Note, the trainee will meet with the Course Leader and/or Partnership Tutor and/or Programme Manager to discuss a return to the Programme and complete the Record of Absence (Appendix 3)

1.2: Partnership Staff Attendance

Partnership Staff are also expected to attend and honour commitments that they have made during the training year, including attendance at Partnership meetings

and training events. Unexpected absences do occur and where Partnership Staff are unable to honour a commitment that they have made to the Partnership, the relevant Course Leader, Programme Manager, trainee or school should be informed as soon as possible.

Continual non-attendance at Partnership meetings or training events may result in the deselection of a school from the Partnership or an individual from a Partnership role.

1.3 Request for Deferral

In certain circumstances it may be appropriate for trainees to request a deferral from their studies or school placements. This might enable trainees to resolve the difficulties which are affecting their studies, whether medical, personal or financial. The request needs to be discussed with both the Programme Manager and Course Leader and then submitted in writing. Deferrals will be judged on a case by case basis.

2. Roles and responsibilities

2.1 Executive Group

The Executive Group will:

- receive progress reports from the Programme Manager;
- discuss and approve any request for trainee extension or deferral;
- discuss and approve any request for deselection of a school or individual based on continual non-attendance at Partnership meetings or training events;
- assess and monitor the impact of this policy by regularly reviewing any action taken under it.

2.2 Programme Manager and/or Course Leader

The Programme Manager and/or Course Leader will:

- record instances of trainee absence so that attendance can be monitored;
- liaise with school based Partnership staff regarding trainee absence from school;
- in the event of extended trainee absence, the Programme Manager and/or Course Leader will discuss circumstances with the trainee and Partnership school and possible extension or deferral. Extension or deferral would then be discussed with the Executive Group as noted in 2.1 above.
- instigate disciplinary action in the event of unexplained trainee absence as noted in 1.1 above;
- monitor attendance at Mentor, Partnership Tutor and Moderator meetings and training events and ensure that Partnership staff are informed of the outcomes of meetings and training events if they are unable to attend;
- bring to the attention of the Executive Group any incidence of continued non-attendance at Partnership meetings or training events.

2.3 Partnership Staff

Will familiarise themselves with this policy and their resulting responsibilities.

2.4 Trainees

Will familiarise themselves with this policy and their resulting responsibilities.

3. Complaints Procedure

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action under the RCTTP Complaints Procedure. In the first instance this will be raised informally in order to seek a solution. Action by the programme Manager may include an investigation and report on the issue. Reports on any such complaints will be raised at the Executive Group.