



## **Attendance Policy: Teacher Apprentices**

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## **Roles and Responsibilities**

The Trust has overall responsibility for the effective operation of this policy. The Executive Steering Group is responsible for approving this policy and monitoring its effectiveness. The Executive Steering Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure. The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed.

## **Introduction**

Ripley ITT is a programme of professional work-based learning leading to a professional qualification. Full time attendance is compulsory and this applies to school days and Friday Off The Job Training (OTJT) training days. Teacher Apprentices are able to take school holidays as applicable to their employing school and the dates for these need to be taken into account before planning any holidays.

Teacher Apprentices are entitled to 5.6 weeks of leave per year. Ripley ITT will ensure that Off The Job Training (OTJT) takes place across all working weeks. It is the employer's responsibility to manage the apprentice's workload, ensuring that it is compliant and never more than a year 1 ECT's timetable e.g. 90% of a teacher's time commitment.

## **Absence procedures:**

If you are expected to be in school or to attend a session, then you are professionally required to attend. If you miss the session without good reason (see below), then we will simply add the number of unexplained absences to your record. Any unexplained absence will be discussed by a SCITT tutor or leader.

In accordance with the SCITT and school policies and procedures, if you are unexpectedly absent (e.g. because of illness) you must contact your employing/placement school as soon as you are able to do so. You should contact the SCITT Administrator and your SCITT Personal Tutor. In terms of placements, please note that you are regulated, in terms of your attendance and professionalism as if you are a member of staff in your school. You should mark the absence on your personal Ripley ITT attendance tracker.

### **Leave of Absence: Teacher Apprentices**

If you know in advance that you will not be able to attend a OTJT training day (including the training placement), you need to complete a Leave of Absence form. These are available from the SCITT Administrator and must be agreed and signed by the SCITT Director. A copy of all Leave of Absence forms will be placed in your SCITT record. Leave of Absence will only be granted for important reasons such as medical appointments, family illness, bereavement etc. Teacher Apprentices should not arrange to take holidays during term times and must ensure they are aware of any work requirements outside of term time.

Any leave of absence required from your employing school should be dealt with using school policy. Teacher Apprentices should inform their personal tutor of agreed leave of absence and mark the absence on the personal Ripley ITT attendance tracker.

Please note that it is your responsibility to ensure you have undertaken appropriate measures to catch up on work you have missed. You should proactively ask for guidance from subject/primary school mentors, the SCITT Director and Lead Subject Mentors (secondary) as appropriate about how to catch up.

### **School Closures**

If a teacher apprentice cannot attend school due to school closures this will not be recorded as an absence. In these circumstances teacher apprentices will be directed by their employing school. During any extended period of school closures, such as a lockdown, programme leaders will ensure that training opportunities are provided online. Teacher apprentices should follow the reporting procedures as outlined above should they become ill during any school closure and are unable to work remotely.

### **Industrial Action**

Teacher apprentices are employees and, therefore, have the right to take strike action against their employers. However, there is no corresponding right to strike from off the job training , so teacher apprentices who choose to strike should still expect to participate fully in their ITT programme. If a strike day falls on a day which would normally be based in school, they can either be directed towards other programme related activities, or their absence from the placement school can be treated in the same manner as any other absence. If a strike day falls on an off the job training day, the teacher apprentice can reasonably be expected to attend. However, we recognise that they may wish to take part in strike-related activity and, therefore, if they choose not to attend training, this can be treated as any other absence, with the same expectations about catch-up with any missed content.

No individual school should be affected by more than four days of strike action. As the disruption is expected to be minimal for any individual teacher apprentice, we do not anticipate that there will be any cause for a trainee to claim their programme has been significantly disrupted, but providers should ensure that suitable alternative activity has been provided for all trainees affected.

**Sickness Absence Teacher Apprentices:**

Teacher Apprentices should follow employer policy and procedure. It is imperative that any OTJT that will be missed due to sickness that the Ripley ITT tutor is informed. Following ESFA Funding Rules it may be necessary to instigate a break in learning if the requirement for absence is prolonged. Please refer to the 'Break in Learning and Termination of Training Policy: Teacher Apprentices.'