



Embrace
SCITT



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Person(s) Responsible for Review:

Head of SCITT & Operational Leadership Group

Approved by:

Strategic Leadership Group

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Signed on behalf of the Strategic Leadership Group:

Louise Parrish

Executive Headteacher

Strategic Leadership Group Member

Introduction

Embrace SCITT programmes are professional work-based learning which lead to a professional qualification. Full-time attendance is compulsory, and this applies to School- and Centre-Based Training days. Trainees can take school holidays as applicable to their placement school and the dates for these need to be considered before planning any holidays. Trainees should not start the programme late due to pre-booked holidays or request holiday leave at any time outside of school holidays unless evidence can be if these were arranged prior to applying to the Initial Teacher Training programme. Our role as a provider of Initial Teacher Training is to prepare colleagues for the real-life demands, policies and frameworks in which they will be operating when employed.

Absence procedures

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

In accordance with the SCITT and placement school policies and procedures, if you are unexpectedly absent (e.g. because of illness) you must contact your placement school as soon as you are able to do so in accordance with their School Staff Attendance policy. You should contact the SCITT Coordinator via the online notification and your Lead Mentor. 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 note the absence and record this on your weekly and phase reviews.

Leave of Absence: Trainees

If you know in advance that you will not be able to attend school or training days, you need to request leave from the Head of SCITT via the SCITT Coordinator. This can be done by emailing the SCITT Coordinator and must be discussed and agreed by the Head of SCITT. A copy of all absence requests will be placed in your SCITT record and trainees must mark the absence on their weekly and phase reviews. Leave of Absence will only be granted for important, unavoidable reasons such as non-routine medical appointments, family illness, bereavement etc. Trainees should not arrange to take holidays during term times and must ensure they are aware of any work requirements outside of term time.

Attending job interviews for teaching posts will not be classed as absence and will not require a Leave of Absence request. Trainees should notify their school and the SCITT Coordinator of this planned absence as detailed above. School visits prior to making an application should wherever possible take place only after requesting permission from the Programme Leader or Head of SCITT.

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 School-Based Mentors, the Programme/Partnership Leaders, Lead Mentors and Head of SCITT as appropriate about how to catch up.

School Closures

If a trainee cannot attend school due to school closures this will not be recorded as an absence. In these circumstances trainees will be expected to engage with training remotely wherever possible, including the planning and delivery of pupil learning activities and assessing pupil work. They should remain in touch with mentors and school colleagues to facilitate this. During any extended period of school closures, such as a lockdown, Programme Leaders will ensure that training opportunities are provided online. Trainees should follow the reporting procedures as outlined above should they become ill during any school closure and are unable to work remotely.

Where Trainee Teachers have a teaching commitment which is affected by enforced school closures, they must operate within the school's remote learning policy where appropriate.

Industrial Action

Tuition fee trainees are not entitled to strike even if they are a member of a striking union. Strike action is taken against an employer. There is no right to strike against a programme of study. Therefore, all tuition fee trainees should be expected to continue to engage fully in their ITT programmes.

Trainees should not be asked to provide cover in the event of strike action, they can continue to teach their timetable with appropriate supervision. If a trainee is asked to provide cover then they should contact their Lead Mentor.

In the event of a school closure, Embrace SCITT will direct trainees towards other programme related activity that can be undertaken during this time. As the disruption is expected to be minimal for any individual trainee, Embrace SCITT does not anticipate that there will be any cause for a trainee to claim their programme has been significantly disrupted.

If a significant event in Embrace SCITT's calendar is disrupted due to strike action (such as a training day), SCITT Leaders will provide alternative activities to replace the session to ensure that the trainees' programme as a whole is not undermined. As the disruption is expected to be minimal, Embrace SCITT does not anticipate that there will be any cause for a trainee to claim their programme has been significantly disrupted.

Sickness Absence Trainees

Absence due to sickness must be reported as above. Sickness absence of less than 7 days (including weekends and bank holidays) will require a self-certificate and a return to training interview with the Lead Mentor/SCITT Coordinator, whereas sickness absence which exceeds 7 working days will require a medical note and a return to training interview with the Head of SCITT/Programme Leader. A return to training interview with the Head of SCITT/Programme Leader may also be required if there are repeated absences of less than 7 days. Absence proformas are available from the SCITT Coordinator.

Return to work interviews will include the following questions:

- Establishing reasons for absence
- Ensuring appropriate documentation and notification procedures have been completed, confirming fitness to train
- Establishing any support needs, including catching up on missed training

Prolonged absence: Trainees

If any trainee has a level of absence which results in impeded progress towards QTS, Trainees will be referred to Embrace SCITT's Capability or Disciplinary policy (as appropriate).

ITT bursaries are administered by Embrace SCITT on behalf of the Department for Education (DfE) while trainees are in attendance on programme. Under the terms of the ITT Bursaries Funding Manual we will have to notify the DfE if trainees are not in attendance and the bursary payments might be stopped accordingly.

If a trainee develops a medical condition requiring a significant degree of absence from the programme they may need to request to suspend their studies and return to the programme at a later date – see the 'Deferral & Intercalation' Policy.

Serious illness may result in a referral to Occupational Health in order to establish fitness to train.

Trainees complete a Health Questionnaire as a condition of offer of a place on our programme. If they experience a change in their health which might affect their Fitness to Teach they should inform the Head of SCITT.