Lincolnshire ITT Attendance and Absence Policy

Policy Code:	ITT4
Policy Start Date:	September 2026
Policy Review Date:	September 2029

Please read this policy in conjunction with the policies listed below:

- ITT1 Lincolnshire ITT Complaints Policy
- ITT2 Lincolnshire ITT Application and Academic Appeals Policy
- ITT3 Lincolnshire ITT Recruitment and Selection Policy
- ITT5 Lincolnshire ITT Fitness to Train and Fitness to Practise Policy

1 Policy Statement

1.1 The policy outlines the attendance expectations, absence reporting procedures, support arrangements, and intervention processes that apply to all trainees enrolled on a Lincolnshire ITT programme.

1.2 Lincolnshire ITT is committed to supporting all trainees to achieve Qualified Teacher Status (QTS) through full engagement with the training programme. Regular attendance is essential to trainee development and wellbeing, pupil progress, professional conduct, and compliance with Initial Teacher Training (ITT) requirements.

1.3 References within this policy to Lincolnshire ITT include all accredited ITT provision delivered directly by Lincolnshire ITT (as part of The Priory Federation of Academies Trust) and through its approved Training Partner Schools.

1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.

2.2 This policy is approved by the Education & Standards Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.

2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

3.1 To promote high levels of attendance and engagement across all aspects of Lincolnshire ITT programmes, enabling trainees to meet programme requirements, maximise their professional development, support positive pupil outcomes, demonstrate professionalism, and receive timely and appropriate support where attendance concerns arise.

4 Attendance requirements

4.1 Attendance at all elements of the programmes is mandatory.

4.2 In line with ITT requirements, trainees are expected to attend all scheduled training, placement, professional studies, assessment and programme activities.

4.3 The Lincolnshire ITT Programme is a 36-week programme made up of:

- a minimum of 120 days of school-based placement experience (including 30 days of 80% contact ratio teaching);
- 20 days of Intensive Training and Practice (ITaP); and
- up to 40 days of centre-based curriculum training

4.4 Where absence impacts on a trainee successfully fulfilling the programme elements outlined in 4.3, Lincolnshire ITT may require trainees to undertake:

- additional training activities;
- catch-up work;
- an extension to the training period;
- engagement with a support plan;
- a combination of the above; or
- withdrawal or deferral.

5 Reporting Absence

5.1 The first point of contact for all absence-related matters is the Lincolnshire ITT Administration Team.

5.2 A trainee who is unable to attend school placement, ITaP or training sessions must:

- notify the Lincolnshire ITT Administration Team by email or telephone;
- notify the placement school and relevant school-based personnel; and
- contact the Lincolnshire ITT administration team and the placement school no later than 7.30am on the first day of absence.

5.3 For continued self-certificated sickness absence, contact must be made with the Lincolnshire ITT administration team and placement school on each day of absence unless otherwise agreed.

5.4 Where the above procedures are inconsistently followed this will trigger an intervention to ensure that trainees are equipped to meet Part Two of the Teachers' Standards.

5.5 If attendance concerns arise and no absence has been reported, Lincolnshire ITT will contact the trainee to establish the reason for non-attendance.

5.6 Where possible, any relevant previously prepared work or teaching materials can be forwarded to the School-based Mentor at the placement school.

6 Medical Evidence

6.1 For absences of up to seven calendar days, trainees will be required to complete a self-certification declaration on their return to the programme. For absences of more than seven calendar days, trainees must provide a valid Statement of Fitness for Work (Fit Note) from a GP or other appropriate medical practitioner covering the period of absence. Where the absence continues beyond the expiry of the Fit Note, further medical certification must be provided to ensure continuous cover for the duration of the absence.

7 Long-Term Absence

7.1 Where a trainee is absent for more than 15 working days, or where the anticipated return date exceeds 15 working days from the commencement of the absence, Lincolnshire ITT will review the trainee's continued participation on the programme.

7.2 As part of this review, Lincolnshire ITT may consider a range of supportive measures, including (but not limited to) the implementation of a support plan, referral to the Trust Human Resources Team and/or Occupational Health, a temporary suspension or interruption of studies, an extension to the training programme, or an agreed revised completion date to the end of the academic year.

7.3 Any decision will be made on a case-by-case basis, taking into account the individual circumstances, programme requirements, trainee wellbeing, and the trainee's ability to successfully complete the programme and comply with the Teachers' Standards

8 Wellbeing, Occupational Health and Reasonable Adjustments

8.1 Lincolnshire ITT is committed to promoting and supporting the health, wellbeing and success of all trainees. Where concerns arise relating to a trainee's attendance, health, disability, wellbeing or Fitness to Teach, Lincolnshire ITT will seek to provide appropriate support and interventions, taking account of the trainee's individual circumstances.

8.2 Where appropriate, and with the trainee's consent where required, Lincolnshire ITT may seek advice from the Trust's Human Resources Team, make a referral to Occupational Health, implement a Support Plan, consider reasonable adjustments, agree a phased return to training, or make other appropriate modifications to programme arrangements to support the trainee's continued participation and progress.

8.3 Any absence or support needs arising from a disability will be considered in accordance with the Equality Act 2010, with reasonable adjustments implemented where appropriate to enable the trainee to access and successfully complete the programme.

9 Attendance Monitoring and Support Process

9.1 Lincolnshire ITT is committed to supporting trainees to achieve the attendance requirements of the programme. Attendance will be monitored throughout the training year to identify concerns at an early stage and ensure that appropriate support is provided where required.

Stage 1 – Attendance Review Meeting

9.2 A trainee will normally be invited to an Attendance Review Meeting where either of the following attendance trigger points are reached:

- two days or episodes of absence within a single half-term; or
- two days or episodes within a 6-week period: or
- cumulative attendance is calculated at below 95% at a review point after half term 1.

9.3 The purpose of the Attendance Review Meeting is to:

- establish the reasons for the absence;
- identify any underlying factors affecting attendance particularly any support needs or wellbeing concerns;
- discuss whether reasonable adjustments may be appropriate;
- review the attendance expectations and requirements of the programme; and
- agree actions and strategies to support improved attendance.

9.4 The meeting will normally be conducted by members of the Lincolnshire ITT Team. A written record of the discussion, any agreed actions and any support measures will be maintained.

Stage 2 – Attendance Support

9.5 Stage 2 will be triggered when attendance concerns continue following a Stage 1 Attendance Review Meeting, or when absence reporting procedures have not been followed resulting in an unauthorised absence being recorded.

9.6 The outcome may be a Support Plan. This can include:

- agreed attendance improvement targets;
- scheduled review meetings;
- pastoral or wellbeing support;
- referral to Occupational Health or other specialist support services, where appropriate;
- reasonable adjustments;
- arrangements to complete missed training or placement activities; and/or
- enhanced attendance monitoring.

9.7 The plan will be reviewed regularly and amended as necessary to reflect the trainee's circumstances and progress.

Stage 3 – Programme Attendance Review

9.8 Where attendance concerns remain despite the implementation of support measures, Lincolnshire ITT may undertake a formal Programme Attendance Review.

9.9 The review will consider the trainee's ability to maintain their fitness to teach and their capacity to achieve QTS by the end of the programme. Please see ITT5 Lincolnshire ITT Fitness to Teach and Fitness to Practise Policy for further information.

9.10 Following the review, Lincolnshire ITT may determine that one or more of the following outcomes are appropriate:

- continuation on the programme with further support arrangements, which could include a Cause for Concern Plan;
- an extension or adjustment to the training to enable programme requirements to be met;
- deferral to an appropriate point in the next academic year; or
- withdrawal from the programme where attendance requirements cannot reasonably be met or successful completion is no longer achievable.

9.11 All decisions will be made on a case-by-case basis, taking into account the trainee's individual circumstances, any support provided, Equality Act 2010 considerations, and the requirements of the programme.

10 Medical Appointments

10.1 Trainees should seek to arrange routine medical appointments outside programme hours wherever possible.

10.2 Lincolnshire ITT may request evidence of appointments where appropriate.

11 Maternity, Paternity, Adoption and Other Statutory Leave

11.1 Lincolnshire ITT will support trainees requiring maternity, paternity, adoption, shared parental, parental bereavement or carers' leave in accordance with current legislation and the Trust's HR19 Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy. Trainees may be required to defer their training to ensure they have met programme requirements.

12 Compassionate Leave

12.1 Compassionate leave may be granted in cases including:

- bereavement;
- serious illness of a dependant or close family member;
- significant family emergencies; or
- other exceptional circumstances as deemed by the Lincolnshire |ITT Leadership Team.

12.2 Requests will be considered on their individual merits by the Lincolnshire ITT Leadership Team.

13 Unauthorised Absence

13.1 Unauthorised absence in the teaching profession refers to any failure to attend a required professional duty, training activity, school placement, meeting, or working day without prior approval, a valid reason, or compliance with the organisation's absence reporting procedures.

13.2 Failure to follow absence reporting procedures may result in the absence being recorded as unauthorised. This will trigger a Stage 2 Attendance Review Meeting as outlined in Section 9 of this document.

14 Records and Monitoring

14.1 Lincolnshire ITT will maintain accurate attendance records for:

- school placements;

- ITaP activities;
- centre-based training;
- authorised absence; and
- unauthorised absence.

14.2 Attendance records form part of the evidence used to determine successful completion of the programme and may be considered as part of any Fitness to Teach or professional conduct review.

15 Policy Change

15.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.