




# LETTA SCITT and Apprenticeships

## Attendance and Engagement Policy

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<b>Reviewed by:</b>	Director of School Improvement	<b>Signed:</b>	

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## 1. Purpose

The Attendance and Engagement policy is in place to ensure trainees and apprentices benefit from their teaching and learning opportunities so that they can successfully complete their level of study and subsequently their courses, meeting the relevant professional, statutory, and regulatory requirements.

The policy sets out the expectations of how trainees and apprentices will engage, how LETTA will monitor and support their engagement and what will happen if the level of engagement is unsatisfactory.

The expectation is that trainees and apprentices will attend centre-based and live on-line sessions as timetabled and to engage timely with all course materials and assessments provided unless they are unable to do so because of illness, disability or other extenuating circumstances.

## 2. Introduction

- 2.1** This policy applies to all courses that LETTA offer.
- 2.2** LETTA reserve the right to make reasonable changes to this policy. These changes will normally come into effect at the beginning of an academic year. LETTA also reserve the right to introduce changes during the academic year when LETTA reasonably consider it to be in the interests of learners or required by law, or the requirements of relevant regulatory bodies.
- 2.3** Learner engagement, attendance and participation are co-owned by trainees and/or apprentices and LETTA. LETTA recognise that a high level of participation in the taught offer contributes significantly to academic achievement, retention, progression, and the successful completion of the course. It also contributes to the enhancement of the quality of the learning experience and the development of core skills such as teamwork and professional communication and behaviour. It is therefore essential that all trainees and apprentices take responsibility for their learning.
- 2.4** The policy will seek to encourage and facilitate trainee and apprentice engagement with their course to promote an enhanced learner experience, support achievement and enable LETTA to meet the requirements of regulatory and professional bodies.

### **3. Responsibilities**

- 3.1** All trainees and apprentices are responsible for maintaining regular attendance and ensuring that any periods of absence, however short, are communicated, recorded and managed in accordance with LETTA's policies and procedures.
- 3.2** The Director of School Improvement, Programme Leaders and Deputy Programme Leaders are responsible for overseeing trainee and apprentice absence levels; and meeting with individual learners to ensure that they are supported if necessary, and that issues with absence are raised and dealt with as soon as they arise, ideally informally.
- 3.3** Programme and Deputy Programme Leaders are responsible for ensuring accurate records of absence are maintained.

### **4. Planned absence**

#### **4.1 Medical and dental appointments**

LETTA appreciates that from time to time trainees and apprentices may need to attend medical, hospital, dental, optician and other similar appointments.

Whenever it is possible to do so, learners should endeavour to arrange such appointments in their own time or, if this is not possible, then at times that will cause the minimum amount of absence from training sessions or school placements, such as the beginning or end of the working day.

#### **4.2 Other circumstances**

Trainees and apprentices may have a planned absence for other reasons including, but not limited to, childcare or other caring commitments or job interviews.

#### **4.3 Notifying LETTA of a planned absence**

In the event of a planned absence, trainees and apprentices should request time away from learning in writing via email, to the relevant Programme Leader, and with as much notice as possible. Programme Leaders reserve the right to deny a request in the event that a request is deemed unreasonable.

### **5. Unplanned absence**

#### **5.1 Centre-based training**

All trainees and apprentices who are unable to attend centre-based training due to illness or for any other unplanned reason must notify their Programme Leader by phone or email no later than 8.00am on the day of training. Trainees and apprentices must also notify their placement school / employer.

If centre-based training is taking place over two or more consecutive days, learners must follow this procedure on each day of absence.

### **5.1 Placement absence / Absence from school or work**

All trainees and apprentices must follow the absence procedures for the school or setting in which they are based. Trainees and apprentices must also notify their Programme Leader, via email, of any unplanned absences while on placement / attending school or work. This should be communicated on the day of absence and any subsequent days.

## **6. Medical certification**

Absences of fewer than seven calendar days may be self-certifying. However, in cases of poor attendance due to multiple short-term absences, LETTA may request medical evidence.

Absences of more than seven calendar days require a fit note signed by a registered medical practitioner. This must be supplied to LETTA, who will attach a copy to the absence record.

## **7. Maternity and paternity leave**

Trainees and apprentices seeking to take maternity leave from their course will be invited to meet the Director of School Improvement and/or Programme Leader to discuss a planned break in learning. A reasonable break in learning will be agreed, and it is generally expected that a learner will complete the course within six school terms.

A trainee in receipt of student finance must use a Change of Circumstances (CoC) form to inform Student Finance England of the suspension of studies. A further CoC form must be completed on return to the course.

LETTA will offer a short period of absence for paternity leave following a discussion and agreement with the Director of School Improvement and/or Programme Leader, and the placement school / employer.

## 8. Compassionate leave

Leave will be considered on a case by case basis. Requests for leave that exceed 3 working days must be referred to the Director of School Improvement.

## 9. Unexplained absence

When a trainee or apprentice is absent without authorisation and a Fit for Work certificate has not been provided, the following procedure will be followed:

- The trainee and their placement school / employer will be contacted
- The learner will be asked to attend a meeting with the Director of School Improvement and Programme Leader to discuss the absenteeism and agree a plan of action.
- If the learner does not attend the meeting or arrange a suitable alternative, LETTA will inform the learner in writing that their studies have been suspended. Student Finance England will be informed where appropriate.

## 10. Habitual non-engagement

If trainee or apprentice's engagement and/or attendance is deemed to be unsatisfactory, LETTA reserve the right to deem a learner to have withdrawn from the course. LETTA will issue a warning regarding a learner's level of engagement prior to inviting the learner to a meeting to discuss the issue. If a learner does not attend the meeting, or if engagement does not improve, LETTA may deem it necessary to withdraw the learner from the course.

Examples of not fully engaging include, but are not limited to, the following:

- Repeated non-participation in teaching sessions;
- Repeated absenteeism;
- Not taking part in assessments (including formative assessment);
- Failing to respond to email or written correspondence;
- Failure to comply with mandatory training relevant to a professional course

Trainees and apprentices have the right to appeal a decision within the grounds and timescales set out by LETTA's Feedback and Complaints Policy.