POLICY

TITLE: ABSENCE AND REPORTING

POLICY HOLDER: Director of NTTC

APPROVAL BOARD: NTTC Board

VERSION NO: V1.4

LAST REVIEWED: July 2026

REVIEW PERIOD*: 1 year

* The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

This document is meant for electronic viewing and is maintained as part of the college document control procedure. It is uncontrolled if viewed in hardcopy, printed format.

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

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Amendments Log

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
31.8.24	1.2	Annual update	L Goram
23.7.25	1.3	Annual update	L Goram
21.7.26	1.4	Annual update	L Goram

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1. Rationale

High levels of attendance are important during your training year for a range of reasons:

- It is important for your health and wellbeing that you manage your attendance on this programme.
- There is a statutory requirement to have access to completing a minimum of 120 days in the classroom to be eligible for QTS.
- There is a statutory requirement to complete twenty days of Intensive Training and Practice (ITaP) weeks across the year – missing days can be challenging to make up.
- Missing time in schools means that you may miss the opportunity to develop your skills consistently and regularly.
- Missing time in college means that you may miss important instruction in pedagogy, classroom management and other aspects of teaching.
- You are required to demonstrate high levels of professionalism as part of your QTS assessment and managing attendance can have an impact on your professional behaviour.
- Schools asking us for references for graduates of the programme routinely ask how many days you were absent from the course.
- Postgraduate Apprentices are required to complete a set number of hours of 'off the job' training to achieve their PGTA qualification.

2. Managing absence

If you are absent from school without prior approval, you must email both **NTTCabsence@ccn.ac.uk** and your mentor prior to the first day of absence and on each subsequent day of absence before 7.30am.

Sickness must be reported and will not count towards the 120-day requirement.

Trainees are required to keep attendance logs up to date and these are reviewed at each Review Point check. Attendance logs are saved on the trainee's SharePoint profile.

ROLE	RESPONSIBILITY
Trainee	Keep accurate log of attendance. When reporting sickness, notifying both NTTC and placement school at the earliest convenience in advance for any known absence with a request for authorisation. Notifying NTTC by 7.30am on each day of sickness. Notifying placement school on each day of sickness according to their absence policy and reporting deadline. If you are ill on a PD day, you should discuss catching up on missed sessions with your curriculum lead on the next PD day you attend.
School-based mentor	To ensure that trainees are attending school experience days as per the NTTC calendar. To ensure that trainees are recording school attendance correctly at each review point.
NTTC	To review and keep ongoing record of attendance.

3. Requesting authorised absence

In the case of requesting absence from any part of the course in advance for example, to attend interviews or hospital appointments which cannot take place outside of school hours, trainees must email the Director (lin.goram@ccn.ac.uk) with the request. Absences may only be authorised if in agreement with the placement school. They are logged on our SharePoint and monitored by curriculum leaders and the Director.

Reasons for requesting an absence in advance are likely to be linked to events which cannot easily be rearranged:

- Life events such as graduation, own wedding, funeral.
- Scheduled medical appointments or treatment.
- Emergency leave to support ill dependents.
- Job interview / visiting a school with a vacancy.

Requests which may not be approved are those which can be scheduled around work commitments:

- Holidays.
- Household maintenance.
- Pre-bookable appointments such as dentist, optician.
- Driving tests.

3.2 Advance absence: school day

If your absence is on a school day/s, you should discuss and agree any preparation for your absence with your mentor. In your next mentor meeting after your absence you should discuss any support which will help you to address these next steps e.g. planning to build on learning they completed during your absence.

3.3 Advance absence: PD day

If your absence is on a PD day, you should make it clear in your request which sessions you will be missing and how and when you plan to catch up. You will receive an email confirming if the day is authorised.

If it is authorised, the email response will set out expectations around documenting the work you have caught up on. Completing and sending in requested notes is a trainee's responsibility; if catchup work is not completed, future absence requests may not be authorised. If a request is not authorised, you should attend college for your PD sessions.

Please give as much notice as you able – unless you are ill, all absences should be requested giving as much advance notice as possible.

If you don't attend college when a request has not been authorised – may lead to an attendance/professionalism support plan.

4. Absences of seven or more days

In line with employment law and to support trainees to prepare for employment in schools, trainees who have an absence longer than seven calendar days will need to provide a 'fit note'. For the law on this please see below, from www.gov.uk:

> *2.1 If you are fit for work, you do not need a fit note. You also do not need one if you are off sick for 7 calendar days or less (including weekends and bank holidays), because you can self-certify your leave for this time – see guidance on* ***employee's statement of sickness to claim Statutory Sick Pay****. If you need a fit note, contact the healthcare professional treating you. They will assess whether your health condition impacts on your ability to work and whether a fit note is required.*
>
> *2.2 You will not have to pay for a fit note if you have been ill for more than 7 calendar days, including weekends and bank holidays. If your employer requires medical evidence for the first 7 days of sickness absence, the healthcare professional may charge a fee, and this cost should be covered by the employer.*

This is to ensure that NTTC is supporting absence appropriately to ensure both trainee wellbeing and trainee progress towards QTS.

5. Longer Term Absence

Those who experience long-term absence during the year will not automatically be asked to leave or defer the course. Instead NTTC will assess on an individual basis at any given point in the course the trainee's potential to meet the course requirements. NTTC ask that trainees continue to keep us informed of their absence in the case of long-term sickness and we will work with individuals to form a support plan when they are ready to return to placement.

Trainees who need compassionate leave for the care of a relative must contact the Director of the NTTC. Working with the appropriate curriculum leader and the placement, the leave will be granted and monitored as part of the ongoing progress through the programme.

We can extend placements to compensate for absence that is long-term, in agreement with course leaders, mentors and placements.

Where we feel that absence is affecting the ability of the trainee to complete the course NTTC will complete a cause for concern, which will be monitored by the Director.

If you are expecting to become a parent during your training year, please inform the Director with as much notice as you can give, including expected dates.

For expectant mothers: each situation will be managed according to individual circumstances so that we can support trainees to achieve QTS on a realistic timeline.

For expectant fathers: fee-paying trainees will be given a discretionary ten days in lieu of paternity leave. This leave can be taken from the day that your child is born and must be taken within 52 weeks of the birth. Postgraduate Apprentices should discuss and agree this leave with their employer and inform NTTC of their intended leave decision. You may take this leave in one or two blocks – one full week, two consecutive weeks or two separate weeks. You should give at least three weeks' notice of each block of planned leave.

Trainees should aim to communicate with NTTC and their placement schools in an open and timely way, to balance their professional obligations with their family commitments. It is understood that this may not always be possible and NTTC is here to support families in these circumstances.

This policy has used NEU guidance to create a supportive approach to leave for expectant mothers and fathers: https://neu.org.uk/advice/your-rights-work/family-rights



