



YORKSHIRE WOLDS TEACHER TRAINING

Health, Wellbeing & Attendance Policy

Version 2.2

<p>Important: This document can only be considered valid when viewed on the YWTT portal. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
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<p>Name of Responsible Committee/Individual:</p>	<p>YWTT Executive Board</p>
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<p>Target Audience:</p>	<p>YWTT Trainee Teachers</p>
<p>Related Documents:</p>	<p>Special Leave form Absence reporting card</p>

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POLICY STATEMENT

Our vision is to *inspire* each other and our students so each of us *aspires* to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

1. PURPOSE

Attendance is a key component in trainee retention, progression, achievement and future employability. Research shows that regular attendance and academic achievement are closely linked and trainees who actively participate in their learning by regularly attending sessions are more likely to enjoy a rewarding experience in which their knowledge, skills and abilities are developed, resulting in trainees successfully completing the course. This policy details YWTT approach to managing attendance.

2. SCOPE

This policy applies to all trainee teachers enrolled with YWTT.

3. ROLES AND RESPONSIBILITIES

The **YWTT Executive Board** is responsible for ensuring this policy is applied fairly and consistently across the organisation.

The **Director of YWTT** is responsible for ensuring trainees are treated fairly and consistently across the organisation and will ensure this policy is implemented fairly and consistently. The Director of YWTT will also monitor attendance and address any issues.

4. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

5. REGISTRATION & ATTENDANCE INFORMATION FOR STUDENT LOANS & BURSARIES

Term dates are published in advance and all trainees are expected to register on the formal registration date. The registration process begins on the first day of term and trainees are expected to provide evidence of meeting all conditions on entry upon this date, as set by the DfE to enable

the future award of QTS. Whilst the YWTT will endeavour to support candidates who experience loss or delay in the receipt of evidence, the YWTT is not liable for a candidate who has not provided evidence of meeting the entry requirements within the set timeframes. It is the responsibility of the candidate to ensure all evidence and documentation is gathered and submitted within the established timeframes.

For student loan company registrations and attendance confirmations, YWTT will confirm the registration and attendance of all trainees within 5 working days of the formal registration taking place. Any delays in registration due to lack of required evidence will be dealt with on a case by case basis.

For student bursary registrations and attendance confirmations, YWTT will confirm registration and attendance in line with DfE guidance. It is the responsibility of the candidate to provide evidence of meeting the entry requirements within the established timeframes for registration and where candidates are not able to meet this requirement, their entitlement to a student bursary may be affected.

If a candidate experiences difficulties or delays in gathering and submitting the required entry evidence, they must notify the Director of YWTT in advance of registration. This provides YWTT with time to assess and evaluate the options available to the candidate and associated actions.

6. WITHDRAWAL FROM THE ITT PROGRAMME

If a trainee teacher wishes to withdraw from the ITT programme at any point they must do so by submitting a completed "Student Withdrawal Form" to the Director of YWTT, clearly stating their reason for withdrawal. The date of the receipt of the form will be the effective date of withdrawal. The trainee teacher will be required to complete an exit interview with the Director of YWTT.

- Trainees who withdraw within the first four weeks of the start date of their programme, (before 28th September 2018) will not be liable for tuition fees and will receive a full refund of any contribution to fees paid.
- Students who withdraw after the first four weeks (after 28th September 2018) but before the 11th January 2019 will be liable for 50% of the annual tuition fee.
- Students who withdraw after the 5th April 2019 will be liable for 100% of the tuition fee.

For financial purposes, completed withdrawal forms must be received and acknowledged by YWTT in writing by:

28th September 2018
11th January 2019
5th April 2019

7. ATTENDANCE

YWTT expects trainees to attend all sessions. These include professional studies sessions, subject sessions, school based orientation, induction and teaching sessions, cross-phase and diversity days. These are clearly set out in the calendar and overview. Trainees are expected to be punctual. They are expected to arrive on time and remain for the duration of the session. Late arrivals and early departures are disruptive, discourteous, unprofessional and unacceptable.

If, for any reason, a trainee is unable to attend **any training session at any venue**, they must **phone the YWTT Administrator** as soon as possible and definitely before the start of the session. When ringing please state the following:

- Day & date
- Full name
- YWTT trainee
- Reason for absence (ie. illness/ family illness/unexpected lateness etc.)
- Expected length of absence

A trainee should keep us informed on a daily basis

If a trainee is unable to attend a session at their placement school, (eg. main or diversity placement) it is vital the trainee follows the absence procedures for the placement school in addition to YWTT notification.

If a trainee is unable to attend training at another institution, (eg. orientation placement, subject day, diversity day or cross phase experience day), the trainee must phone that institution to explain the absence, in addition to YWTT notification

Training providers are required to provide 120 days of school based training during the training year as part of the DfE criteria for ITT. The YWTT programme includes 135 days of school based teaching placements and trainees are expected to attend a minimum of 120 of those days. Trainees who are at risk of not meeting this criteria will be notified and a meeting will be arranged in order to establish:

- The reason for the high level of absence
- The impact of the absence on the trainee's learning alongside their ability to meet the minimum attendance criteria for ITT
- Any support the YWTT can provide to the trainee to enable them to improve their attendance
- The risk of non-completion of the course

Trainees are encouraged to minimise disruption and maximise attendance wherever possible (e.g. arranging medical appointments outside of sessions). Where trainees have special leave requirements (e.g. compassionate, emergency childcare, crisis situations such as fire/flood at home) they must notify the Director of YWTT at the earliest opportunity.

If a trainee is absent for ten consecutive working days and YWTT is unable to contact the trainee or the named representative, YWTT will invoke a suspension of studies, informing Student Finance England (SFE) through a Change of Circumstance (COC) submission should one be required. This may have an impact on any maintenance loans and bursaries that have been scheduled for the trainee. If there is no contact in the following ten working days, the trainee will be deemed to have withdrawn from the course and the relevant authorities will be informed.

8. SPECIAL LEAVE REQUESTS

It is recognised that on rare occasions trainees may require special leave. In this instance, trainees should discuss their request with the Director of YWTT and complete the Special Leave Form accordingly. The Special Leave form should be submitted to the Director of YWTT. A Special Leave Form must be completed by the trainee in all circumstances, although it is acknowledged that a serious emergency issue may result in a retrospective form being submitted. The trainee must follow the normal processes for notification of absence as a minimum prior to taking special leave. It may be appropriate for trainees to consider submitting a special leave request for the following circumstances,

9. HEALTH AND WELLBEING

It is acknowledged that working in the education sector has its challenges and YWTT takes its duty of care very seriously. It is acknowledged that people perform at their best when they feel happy and healthy and YWTT is committed to supporting its trainees in taking a proactive approach and will endeavour to encourage trainees to take personal responsibility for their health and wellbeing, whilst providing additional support through:

- Proactive policies and procedures
- Appropriate support and development
- Health and safety controls

Trainees are encouraged to seek support before their health deteriorates to the point of either suffering with ill-health or being absent due to poor health and wellbeing. Whilst this minimises the risk of trainees' absence due to ill-health it doesn't remove it, and where trainees are absent due to ill-health they will be treated with dignity, respect, sensitivity and care.

10. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Policy will be monitored on an annual basis.

11. REVIEW

This Policy and Procedure will be reviewed within one year of the date of implementation.