

## Attendance and Programme Completion Policy

<b>Last reviewed</b>	July 2023
<b>Next review due</b>	July 2024
<b>Responsible division</b>	Programmes
<b>Responsible director</b>	Programme Operations Director
<b>Applies to</b>	All Traded suite programmes
<b>Exceptions</b>	This policy does not apply to DfE-funded programmes, including the Early Career Teachers programme (ECT) and National Professional Qualifications (NPQs).
<b>Audience</b>	Publicly available on website
<b>Applicable laws</b>	N/A
<b>Other relevant regulations</b>	N/A

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## 1. Objectives

This policy will provide clarity around programme completion expectations, including attendance and associated qualifications, where applicable. This policy also outlines the process if a participant's circumstances change and they are no longer able to attend an event, 1:1 coaching session, or complete an independent learning task.

## 2. Background and Legal/Regulatory Framework

Our aim is for participants to complete programmes in their entirety, including gaining qualifications where applicable. Programmes are designed as a sequence of learning episodes to be accessed in order and alongside a cohort of peers.

Where the programme carries a master's qualification, we need to ensure the participant has accessed the learning required to obtain this qualification.

The policy provides: a fair and consistent basis for setting completion and attendance expectations and guidance on when and how issues of non-attendance should be addressed.

We also aim to ensure that no specific groups are discriminated against in the application of this policy.

## 3. Policy and Procedures

### Scope of policy

This policy will cover our programme completion expectations, including attendance at events. We define an event as a learning activity that takes place at a specific date and time, with three or more attendees. Other programme elements included in this policy include 1:1 coaching sessions and independent learning tasks.

Each programme will have specific requirements, these often drawn from requirements of qualifications or contractual terms. This policy sets out our base expectations and rationale but will be superseded by contractual terms if there is a difference in requirements.

### Guiding principles

- > We endeavour to communicate the dates and times for training events as far in advance as possible. This allows potential clashes to be mitigated at an early stage.
- > We understand that personal and school situations can arise unexpectedly that could prevent participants from attending a session or completing another programme element. To enable us to support participants we ask that participants contact their Programme team as soon as possible if they cannot attend a session or complete another element of their programme.
- > Each school or trust has signed a contract to confirm their support for a participant to complete the programme in full. Therefore, we do not recognise 'usual' school duties as a reason for non-attendance at an event or non-completion of a programme element.
- > We intend to adopt a consistent and transparent approach wherever possible.

### **Programme completion requirements**

Participants are required to complete the programme inputs, including events, independent learning tasks, assignments, and 1:1 sessions, as outlined in their programme documents (normally accessible via Canvas or Steplab). Where participants have a concern about their ability to complete the programme, they must contact their Programme team at their earliest opportunity. Such instances will be managed on a case by case basis with individuals.

### **Attendance requirements**

The attendance requirement for each programme is specified in the information provided during orientation and outlined in their programme documents (usually available on Canvas or Steplab). This will specify the number of inputs they will have on the programme, including full day events, twilights sessions, 1:1 coaching sessions, and independent learning tasks.

If a participant's circumstances change and this makes it difficult to meet these attendance requirements, participants must contact their Programme team at the earliest opportunity to discuss options for catching up on the missed content, deferral to a future cohort, or if this would not be suitable, a withdrawal from the programme.

Please see Deferral and Withdrawal policies for more information.

### **Exceptional circumstances**

We recognise there are some instances where participants will be prevented by circumstance from attending a planned session or meeting a deadline for an independent task. Such instances may include but are not limited to: a safeguarding issue; accident or emergency in school; sudden illness or hospitalisation; bereavement; sudden illness of a family member; other extenuating circumstances in school; or any force majeure event. If this were to occur, participants must notify Programme team as soon as they are reasonably able to do so. If they wish, they may ask a line manager to communicate with Programme teams on their behalf.

### **Communication with Programme teams**

When a participant cannot attend an event, 1:1 session or complete an independent task, they are asked to email their Programme team at the earliest opportunity to discuss their absence. The Programme team will work with the participant to explore options that maximise their ability to benefit from all Programme content, including but not limited to attending an alternative session or receiving catch-up materials.

### **Late arrival or early departure**

We recognise that unforeseen situations may cause a participant to arrive late to an event or require them to leave early. This could be travel disruptions, family, personal or school emergencies.

If this occurs, participants must contact their Programme team as soon as they are reasonably able to do so. This will allow us to minimise disruption for the participant and the rest of the group.

We would not seek to penalise a participant's attendance if the delay resulted from circumstances beyond their control. However, we expect participants take reasonable steps to plan their travel, taking account of the start and end times of sessions. In these cases, we look at the proportion of the content that has been missed and decide if there is a need to catch-up.

### **Catch-up**

When a participant misses content, we will discuss the catch-up options with them individually. Where possible, participants may be able to attend an alternative event where the same content is being delivered. Alternatively, we may be able to share self-directed online materials to access the same content. Where the deadline for an independent task has been missed or a 1:1 session has been missed, catch-up options will be discussed with participants individually, considering their circumstances.

### **Non-attendance without notice**

If a participant does not arrive at an event, 1:1 session, or does not complete an independent task and has not notified their Programme team that they will not attend/complete, we will contact the participant via email and/or telephone if necessary. The follow up contact may be on the day of the event (by the Programme or Events Teams) or in the following days, in line with the programme procedures. If Programme team do not hear from the participant, we may contact the participant's school, speaking with their Line Manager/Headteacher to understand the participant's reasons for non-attendance. Also, if the participant's place on the programme is funded by their school, we may contact their school about their engagement on the programme.

### **Charges relating to non-attendance or catch-up**

We commit event costs in advance which are subject to cancellation charges. Therefore, we cannot recoup costs for non-attendance at events and attending an alternative event as a catch-up will incur additional costs. We reserve the right to pass these costs on to the participant, their school or trust.

### **Parental leave**

If a participant is taking adoption, maternity, paternity, or shared parental leave during their programme, they are asked to contact their Programme team as soon as possible to discuss their options. The options available will depend on the length of the planned absence from school and from the programme with Ambition Institute.

Ambition Institute will do everything possible to support participants to successfully complete their programme where they are taking parental leave. Whilst each case will be considered individually, there may be some instances where it is not possible for a participant to complete their programme, due to the length of their planned absence. In these cases, deferral or withdrawal will be discussed with the participant.

Please see Deferral and Withdrawal policies for more information.

### **Force Majeure Policy**

If it is unsafe or impossible to travel to an event due to any of the circumstances listed below, participants must contact their Programme team at their earliest convenience:

- > Terrorism
- > Extreme weather
- > Domestic disaster
- > Political events i.e. demonstrations, teacher strikes
- > Traffic incidents or major road closures
- > Any other extreme event outside the control of the Participant or Ambition Institute

Ambition Institute will notify you if events are affected by the scenarios listed above. If an event is affected, then Ambition Institute will follow up with affected participants to explain the catch-up option(s) available.

### **Religious and Cultural Requirements**

Ambition Institute understands that participants' religious or cultural needs may prevent them from participating in events. Ambition Institute will consider participants' specific requirements, treating all participants equally and providing the same opportunities to partake in programme learning. Where possible events will not clash with religious festivals. Ambition Institute will work with venues to provide a prayer space at full day events and cater for all special dietary requirements. We ask that participants please notify their Programme team if they require access to a prayer space during events.

### **Circumstances leading to deferral or withdrawal**

If a participant does not attend multiple events or 1:1 sessions, does not complete multiple independent tasks, or does not take steps to catch-up missed content, the Programme team will contact the participant to discuss options for their continuation on the programme. These could include deferral to a subsequent cohort or withdrawal if it's not possible for participant to meet the attendance requirement for the programme.

### **Financial implications of withdrawal/deferral**

Any partial or fully subsidised places on a programme are not transferrable or refundable. If a participant does not attend or complete a programme which has been partially or fully subsidised, Ambition Institute reserves the right to charge the participant's school for the full value of their place on the programme.

Please see Deferral and Withdrawal policies for more information.

## **4. Links to Other Policies**

Other policies referenced here include:

- > Withdrawal Policy
- > Deferral Policy

These policies can be found [here](#).

## 5. Appendix: Programme-specific requirements

<b>Programme Name</b>	<b>Master's in Expert Teaching</b>
<b>Inputs</b>	Module conferences: 2-day events held at the start of each module. There are 6 modules over the 2-year programme. Sense making clinics: held in the weeks following each module conference. Each participant attends one SMC per module.
<b>Attendance requirement</b>	There is no formal attendance requirement for the programme. Participants are strongly advised to attend all events, as they are designed to support their learning on the programme.
<b>Follow-up procedure for non-attendance</b>	Conferences: The Programme team will contact participants who did not attend without prior approval.
<b>Catch-up Options</b>	There are no alternative dates for conferences, as they are a whole cohort event. Materials and recordings are uploaded to Canvas after the event.
<b>Late arrival/early departure</b>	N/A
<b>Point of contact</b>	<a href="mailto:masters@ambition.org.uk">masters@ambition.org.uk</a>

<b>Programme Name</b>	<b>Teacher Education Fellows</b>
<b>Inputs</b>	2-day face to face/virtual conferences, with online webinars and independent tasks in between. Includes school visits.
<b>Attendance requirements</b>	There is no formal attendance requirement for the programme, although participants are strongly advised to attend all events.
<b>Follow-up procedure for non-attendance</b>	There is no formal attendance requirement for the programme, although participants are strongly advised to attend all events and attendance is recorded.
<b>Catch-up Options</b>	There are no alternative dates for conferences, as they are a whole cohort event. Materials are uploaded to Canvas after the event.
<b>Late arrival/early departure</b>	N/A
<b>Point of contact</b>	<a href="mailto:fellowshipsupport@ambition.org.uk">fellowshipsupport@ambition.org.uk</a>

<b>Programme Name</b>	<b>Curriculum for Senior Leaders</b>
<b>Inputs</b>	9 Development days, 10 Twilight sessions, and independent tasks over the 18-month programme.
<b>Attendance requirement</b>	There is no formal attendance requirement for the programme, although participants are strongly advised to attend all events and attendance is recorded. If by the end of the programme participants have attended 80% of the events, they will receive a participation certificate.
<b>Follow-up procedure for non-attendance</b>	We do not routinely chase non-attendance, unless this becomes a pattern. We may chase for key events, as agreed by the Programme Leader.
<b>Catch-up Options</b>	Where possible, Development Day and Virtual Twilight sessions are recorded and shared on Canvas following the events.

<b>Late arrival/early departure</b>	Where participants notify us in advanced of a planned late arrival/early departure, we offer may be able to offer alternative events for them to attend instead. This is on a case-by-case basis.
<b>Point of contact</b>	<a href="mailto:curriculumleaders@ambition.org.uk">curriculumleaders@ambition.org.uk</a>

<b>Programme Name</b>	<b>Instructional Coaching</b>
<b>Inputs</b>	4 Conferences, 3 1:1 coaching sessions, and independent tasks over the 4-month programme (1 term).
<b>Attendance requirement</b>	There is no formal attendance requirement for the programme, although participants are strongly advised to attend all events and attendance is recorded. If by the end of the programme participants have attended 80% of the events, they will receive a participation certificate.
<b>Follow-up procedure for non-attendance</b>	We do not routinely chase non-attendance, unless this becomes a pattern. We may chase for key events, as agreed by the Programme Leader.
<b>Catch-up Options</b>	Where possible, the Conference days are recorded and shared on Steplab. These recordings are only available for a limited amount of time following the event.
<b>Late arrival/early departure</b>	Where participants notify us in advanced of a planned late arrival/early departure, we offer may be able to offer alternative events for them to attend instead. This is on a case by case basis.
<b>Point of contact</b>	<a href="mailto:instructionalcoaching@ambition.org.uk">instructionalcoaching@ambition.org.uk</a>

<b>Programme Name</b>	<b>Transforming Teaching</b>
<b>Inputs</b>	Dependent on the specific package the school has bought.
<b>Attendance requirement</b>	There is no formal attendance requirement for the programme, although participants are strongly advised to attend all events and attendance is recorded. If participants on the Teacher Educator Strand have attended 80% of the events, they will receive a participation certificate at the end of the programme.
<b>Follow-up procedure for non-attendance</b>	We do not routinely chase non-attendance, unless this becomes a pattern. We may chase for key events, as agreed by the Programme Leader.
<b>Catch-up Options</b>	As most of the programme's events are delivered in school, the sessions are not recorded. Workbooks will be available on Canvas and other catch up options will be discussed on a case by case basis.
<b>Late arrival/early departure</b>	N/A
<b>Point of contact</b>	<a href="mailto:transformingteaching@ambition.org.uk">transformingteaching@ambition.org.uk</a>