

# National Professional Qualifications (NPQ) Protocol 2018-19

## Attendance and Absence

### Attendance

As stated in the joining instructions letter and on the application form for the 2018-19 NPQs, full attendance is expected at all face-to-face sessions. This is a non-negotiable and the NPQ programme should take priority over other commitments.

However, given the willingness of The Humber Teaching School with Leading Learning Forward TSA to be as accommodating as possible, in the event of an unavoidable absence due to illness, family circumstances, school inspection etc, then the following protocols will apply:

### Unavoidable Absence Protocol

1. NPQ course participants must notify Teaching School office and/or session facilitator by e-mail or telephone as soon as possible of impending absence from part or all of a face-to-face session.
2. Teaching School office/session facilitator will decide on the best course of action (three options – see below) depending on whether the individual course participant is due to miss part or all of a face-to-face day.

#### Protocol 1.A for NPQ course participants missing part of a day (up to 3 hours face-to-face)

Any course participant missing **up to 3 hours** will be expected to attend an additional morning face-to-face session in (December) Term 1 or (March) Term 2 or July (Term 3) on one of the catch-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 3 working days of the face-to-face session(s).

The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up session.

#### Protocol 1.B for NPQ course participants missing all of one face-to-face day (6 hours)

Any course participant missing **up to 6 hours** will be expected to attend an additional two morning face-to-face sessions in (December) Term 1 or (March) Term 2 or July (Term 3) on two of the catch-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 3 working days of the face-to-face session(s).

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The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up sessions.

### Protocol 1.C for NPQ course participants missing more than one face-to-face day (up to a maximum of 9 hours)

Any course participant missing **up to 9 hours** will be expected to attend an additional three morning face-to-face sessions in (December) Term 1 or (March) Term 2 or July (Term 3) on two or more of the catch-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 3 working days of the face-to-face session(s).

The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up sessions, which have been published in the NPQ calendar for 2018-19.

### Sustained absence and withdrawal from NPQ programme

1. In the event that a course participant is unable to attend the catch-up sessions or misses two or more days of the programme (more than 9 hours of face-to-face sessions) then the individual course participant will be required to remain on the NPQ qualification programme for a further term.
2. The Teaching School office, in consultation with the NPQ facilitator(s), will decide how best these requirements and expectations can be met after speaking with the course participant's headteacher, chair of governors or line manager.
3. Only in exceptional circumstances, after discussions between the Teaching School office, the NPQ course participant and the course participant's school, will the decision be made to withdraw any individual course participant's participation in the programme.
4. In the event that a course participant is unable to continue with the NPQ programme for any reason or needs to request a deferral, then a deferral application will be made by the Teaching School office to the Department for Education (DfE) after communications with the course participant. Such an application will only be made as a matter of last resort and will be subject to approval by the DfE.

**NB:** This protocol will be reviewed annually by the Teaching School. The 2019-20 protocol will be approved by the Teaching School's Strategic Board. The next full review of this NPQ Attendance and Absence Protocol is scheduled for **July 2019**.

**END**