

SA.30

POLICY ~ ATTENDANCE DURING PROFESSIONAL EXPERIENCE PLACEMENTS (PEP): School of Teacher Education

APPROVED BY	ACADEMIC BOARD	Last reviewed	2017
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1 PURPOSE

This policy outlines the attendance requirements for all School of Teacher Education students while on professional experience placements (PEP).

2 PRINCIPLES

School of Teacher Education students at BTI (Bethlehem Tertiary Institute) are required, as part of their programme of study, to complete a specified number of days in professional experience placements (PEP). Absences may affect this Teaching Council requirement. Students are reminded that the responsibility for learning and attendance is primarily in their own hands and that attendance is an aspect of character, integrity, and professionalism.

3 POLICY

- 3.1 Students are required to attend all days of PEP and be present for the full day as agreed with the host school or centre.
- 3.2 In the case of absence, students will notify their associate/mentor teacher and the PEP coordinator.
- 3.3 The PEP co-ordinator is responsible for recording and monitoring absences.
- 3.4 Students may be granted leave of absence for verifiably legitimate reasons (e.g., holds a medical certificate or experiences extraordinary reasons such as a family bereavement).
- 3.5 The outcome of absences, where the minimum number of days of PEP set by the Teaching Council are unlikely to be completed, will be decided by the practicum co-ordinator and/or course co-ordinator and visiting tutor/supervisors, in conjunction with the associate/mentor teacher. The outcome of this assessment may result in either:
 - a. The absence being redeemed at a time deemed convenient to the host school/centre, the associate/mentor, the student, and the visiting tutor/supervisor.
 - b. The student being asked to withdraw from the PEP and re-enrol later. There may be additional costs associated with re-enrolment.
 - c. The student being required to complete an additional PEP at their own cost.