



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Attendance and Engagement Policy

Director: Nichola Doyle

Date of Approval: 07.06.2025 Next Review Date: 07.06.2028

1. Introduction and Purpose

1.1. The UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training (hereafter "the Academy") considers regular attendance and active engagement to be essential for successful learning and development as a competent and ethical practitioner. Much of the learning within our programmes is experiential, interactive, and relational.

1.2. This policy outlines the Academy's expectations regarding student attendance at all scheduled teaching sessions – both in person and remotely, group process work, supervision (where applicable as part of the course), and other mandatory course components. It also outlines expectations for active engagement in all learning activities.

1.3. The purpose of this policy is to: Emphasise the importance of consistent attendance and active participation for achieving learning outcomes. Ensure students meet the required learning hours, which are necessary for qualification and potential accreditation with professional bodies. Provide a clear framework for monitoring attendance and managing absences. Outline the potential consequences of unsatisfactory attendance or engagement.

1.4. This policy should be read in conjunction with other Academy policies, including the Student Code of Conduct and the Enrolment, Fees, and Refund Policy.

2. Scope

2.1. This policy applies to all students enrolled on all training programmes offered by the Academy.

2.2. It covers all timetabled teaching sessions, including lectures, group work, skills practice and any other activities designated as mandatory by the Academy.

3. Attendance Requirements

3.1. **Minimum Attendance:** Students are required to attend a minimum of 80% of all scheduled teaching sessions for each module/unit and for the overall programme to be eligible for assessment and qualification. *Rationale:* This level of attendance is deemed necessary to cover the curriculum adequately, participate in essential experiential learning, and contribute to group dynamics. Professional body requirements also stipulate minimum attendance levels.

3.2. **Punctuality:** Students are expected to arrive on time for all sessions and remain for the entire duration. Late arrival or early departure may be recorded and can impact the overall attendance

record. Consistent lateness or early leaving may be addressed as a breach of the Student Code of Conduct.

3.3. Recording Attendance: Attendance will be formally recorded for all mandatory sessions by the tutor or designated Academy staff. It is the student's responsibility to ensure their presence is noted.

4. Engagement Expectations

4.1. Active engagement is as crucial as physical presence. Students are expected to: Come prepared for sessions (e.g., having completed assigned readings or preparatory tasks). Participate constructively in discussions, group work, skills practice, and experiential exercises. Contribute to a positive and supportive learning environment for all. Engage thoughtfully with feedback from tutors and peers. Take responsibility for their own learning journey. Complete all formative and summative assessments as required.

4.2. Lack of engagement, even with physical attendance, may be noted and can impact a student's progression if it indicates they are not meeting the learning outcomes or professional development requirements of the course. This will be discussed with the student by their tutor.

5. Procedures for Absence

5.1. Reporting Foreseen Absence: If a student knows in advance that they will be unable to attend a scheduled session, they must inform the Academy Director by Phone/Whatsapp 07368363946 as soon as possible, and at least 24 hours before the session where feasible.

5.2. Reporting Unforeseen Absence (e.g., due to illness): If a student is unexpectedly unable to attend a session (e.g., due to sudden illness), they must notify the Academy Director as early as possible on the day of absence, preferably before the session start time. For absences due to illness lasting more than three consecutive teaching sessions, a doctor's note or other appropriate evidence may be required.

5.3. Authorised vs. Unauthorised Absence: Authorised absences are those where the student has provided a valid reason (e.g., documented illness, significant unavoidable personal emergency, pre-agreed religious observance) and followed the correct reporting procedure. Unauthorised absences are those where no valid reason is provided, or the correct reporting procedure is not followed. While authorised absences are treated with understanding, they still count towards the overall attendance percentage and may require catch-up work (see Section 7).

6. Consequences of Unsatisfactory Attendance or Engagement

6.1. Monitoring: Student attendance and engagement will be monitored regularly by tutors and Academy staff.

6.2. Informal Discussion: If a student's attendance drops below the required level, or if concerns arise about their engagement, this will typically first be addressed through an informal discussion with their tutor to understand the reasons and offer support.

6.3. Formal Warning: Persistent unauthorised absences, failure to meet the minimum attendance requirement without valid reasons, or consistently poor engagement may lead to: A formal verbal warning. A formal written warning. The requirement to complete additional compensatory work (at the student's own expense of time).

6.4. Impact on Progression/Qualification: Failure to meet the minimum attendance requirement for a module or the overall programme may result in the student being ineligible to: Submit assessments for that module. Progress to the next stage of the course. Receive the final qualification/award. In such cases, the student may be required to repeat the module(s) or parts of the course.

6.5. Withdrawal from Programme: In severe cases of persistent non-attendance or non-engagement without valid mitigating circumstances, and where warnings have not resulted in improvement, the Academy reserves the right to terminate the student's enrolment, in line with its Disciplinary Procedure or Fitness to Practise Policy.

7. Making Up Missed Work/Sessions

7.1. It is the student's responsibility to catch up on any missed learning content. This may involve: Obtaining notes from peers. Reviewing course materials or recordings (if available). Undertaking additional reading.

7.2. The Academy is generally unable to re-run teaching sessions for individual absentees. **7.3.** In some specific circumstances, and at the discretion of the Director, if a critical component of learning has been missed due to authorised absence, the Academy *may* require the student to: Attend a similar session with a future cohort (if feasible and subject to availability and potential cost). Undertake specific directed learning tasks or a one-to-one tutorial (which may incur an additional fee to cover tutor time). Any such arrangements will be discussed and agreed upon with the student.

8. Exceptional Circumstances

8.1. The Academy understands that genuinely exceptional circumstances (e.g., prolonged serious illness, significant bereavement, or other major life events) can impact a student's ability to attend and engage.

8.2. Students experiencing such difficulties should contact the Director, Nichola Doyle, at the earliest opportunity to discuss their situation in confidence. The Academy will consider such situations sympathetically and explore potential support or adjustments, which may include authorised leave of absence, deferral, or tailored catch-up plans, where feasible. Documentary evidence will typically be required.

9. Policy Review

This Attendance and Engagement Policy will be reviewed annually by the Director and relevant staff to ensure it remains fit for purpose and reflects best practice.

10. Contact for Enquiries

For any questions regarding this policy or to report an absence, please contact: Nichola Doyle, Director of UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Email: nicholadoyle@uktherapyguild.org Phone: 07368363946.