

## MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

### ATTENDANCE AND PUNCTUALITY POLICY

All students must attain 100% attendance across the 4 year course. This is a UKCP requirement.

All students must be aware of the level of attendance and punctuality required in order to support the student's competence in personal development, understanding of theory and the attainment of clinical competencies.

Students must attend all course modules. If, due to exceptional circumstances and with the agreement of their trainer, they are unable to attend a module, they must attend that particular module in a subsequent year.

If students have not achieved the minimum attendance of 80%, it will not be possible to progress to the next academic year. It may be necessary for students to re-take the year in which the modules were missed.

The Suspension and Exclusion Policy will be evoked for:

- \* Persistent lateness
- \* Inability to complete missed modules.
- \* Missing modules without prior authorisation.

*This policy will be reviewed every 18 months and updated a minimum of every 36 months*

*Last revision March 2023*

