



Student Absence Policy

CAE considers the health and wellbeing of its students as a high priority and is therefore keen to ensure that appropriate arrangements are in place to maximize the welfare of students as well as limit the consequence for students when genuine absences do occur. This policy applies to all students of CAE.

Policy on Student Attendance

CAE requires all students to attend all training exercises in accordance with the published programme. This is not just best practice for education but is also a regulatory requirement.

Any student who consistently fails to attend any type of activity or lesson without medical or other good cause for doing so will be subject to training review and the details of such poor attendance will be recorded on the student's final graduation report.

Students do not hold the right to cancel an activity or lesson due to social commitments, instructor allocation or other non-medical related reasons. This again will be noted on the student's final graduation report. Any missed activity without a valid reason may be subject to charge, as per the Training Service Agreement.

Any hours missed for whatever reason will need to be caught up by the student.

Students who are aware that they will be late for any period scheduled should make every attempt to let the instructor know as soon as possible, following the below procedure.

TIER 4 Visa students must ensure that they always remain compliant with the regulations set by the UKVI to ensure that they do not fall in breach of their visa conditions. All absence must be reported to CAE as per the below procedures. Should absence occur for 10 consecutive days or more then CAE have a strict obligation to report this information to the UKVI. Any student out of training for more than 60 days will invalidate their visa.

Procedure for Reporting an Unauthorised Absence

In the event that early notification of absence is not possible, i.e. illness, then it is expected that the student will inform the academy at the earliest opportunity on the first day of any period of absence. This notification needs to be made prior to the time that they have been planned for any training activity; notably no later than 1.5 hours in advance of the event commencing. If you fail to report at the designated time, and this results in the cancellation of the scheduled activity, the cancellation fee will apply.

Students will need to report their absence to the administrative desk of either Ground Training or Flight Training.

You will need to disclose during the call your valid reason for your absence. In Flight Training, if the reason could affect your medical classification then you will need to see your registered AME prior to your return and documentation will need to be provided.

You will then be required to report daily unless medically suspended from training with the relevant supporting evidence.



Student Absence Policy

If you have called in as absent for concurrent days then you may be grounded on ETA, at the discretion of the Head of Training Services, Flight Lead or Operations Manager, to prevent you from being added to the next day's schedule.

You will be required to obtain documentation to support your return to a status of being fit to undertaking flying activities once more.

Ground Training & Flight Training Unauthorized Absence

Should you fail to attend a scheduled training activity the Customer Services team will be informed, and every effort will be made to contact you to ascertain your well-being. Normally this will take effect in the form of the following steps:

- Day 1, action 1 - Initial Telephone Call with Voicemail if required
- Day 1, action 2 – Should we receive no response from you within 1 hour of contact by telephone, we will email to your personal email address
- Day 1, action 3 – Should action 1 and 2 receive no response within the first 2 hours of absence then a telephone call and/or email contact with your corporate sponsor and/or student liaison (where applicable) will be completed
- Day 1 – action 4, Where actions 1-3 have been applied to no avail, a visit to student accommodation (if you are in CAE managed accommodation) will take place
- Day 2 or thereafter - Contact with your next of kin

Flight Training Unauthorised Absence

Should you fail to attend a scheduled activity, it will be marked on ETA as a 'No Show'. The no show will then be followed up by the Head of Training Services or Flight Lead, in the absence of those staff members, the Operations manager, who will contact you directly regarding your absence. For those students who are airline sponsored, the 'no shows' will be reported directly to the airline representative.

Ground School Authorized Absence

It is possible to request short periods of leave during your training, but this must be agreed in advance and in writing by the relevant training head. Scheduled activities missed would need to be recovered by the student in their own time and could lead to instigation of re-course should the workload to catch up become unachievable or there be insufficient time available to make up the regulatory hours.

Student Leave Application Forms can be obtained from Ground School reception desk and signed by Course Mentor (CM) which must be countersigned by the (D)CTKI.

Flight Training Authorized Absence

During Flight Training, you will be allocated to an instructor. You are expected to be available during your instructors available training days.

If your training falls behind schedule you will be expected to be available during your instructor's regular days off, whilst adhering to the Operations Manual (7.1 Flying Duty Period and flight Time Limitations).



Student Absence Policy

If your instructor has leave submitted or becomes sick, you will then be allocated to a different instructor for at least the duration of that period.

During your training, if you are intending to be away from your primary address then it is mandatory that you fill

in a leave application form so that the school can account for your whereabouts and have a direct way to contact you. Any leave request will require at least 3 days' notice before being submitted for approval; anything less than this period will only be approved where mitigating circumstances apply.

Student Leave Application Forms can be completed on Aviobook via this link:

<https://live.cae.aviobook.aero/pilot/r/logout>

Form required is called: STUDENT LEAVE REQUEST

The leave request will have to be approved by any of the following: Head of Training Services, Flight Lead, Operations Manager or the Cadet Progress Co-ordinator.

The cadet will receive an ETA message approving the leave or declining it. Once the leave is approved, will be put on ETA so that you will not be scheduled during this period.

Supporting Evidence

Any period of absence spanning over 5 consecutive training days will require supporting evidence. In the case of illness, a medical certificate will be required. Where an absence has occurred, which is not based on medical requirement, students should supply supporting evidence where possible e.g. Police report, letter from counsellor.

Where a student believes the cause of the absence is particularly sensitive, the information should be submitted to CAE in a sealed envelope marked as 'Private and Confidential' and given (where possible) to the Customer Services Manager, or appropriate delegate.

What Support is Available?

CAE work with local AME services globally and can assist if required with medical issues that arise.

The Customer Services team can book general practitioner appointments if required as well as aviation medical appointments.

Onsite support is available via a private and confidential one to one appointment with the Customer Services Manager.



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Student Leave Form on Aviobook:

MAIN **REPORTS** **LIBRARY**

NEW **SUBMITTED**

REPORT

STUDENT LEAVE REQUEST OXFORD

STUDENT DETAILS

SURNAME

FORENAMES

EMAIL ADDRESS

CONTACT NUMBER

COURSE NUMBER

DATE SUBMITTED

COURSE TYPE IR MPL
 SE CPL ME CPL

PLEASE TICK TO ACKNOWLEDGE THE FOLLOWING:

- I AM GIVING AT LEAST A MINIMUM OF 3 DAYS NOTICE.
- BEFORE MAKING ANY TRAVEL ARRANGEMENTS I WILL ENSURE I HAVE BEEN GRANTED LEAVE VIA EMAIL.
- TAKING LEAVE DURING MY TRAINING MAY RESULT IN MY COMPLETION DATE BEING DELAYED.
- ANY BENEFITS I RECIEVE WILL CEASE WHILST I AM ON LEAVE

LEAVE DATES

START DATE START TIME

END DATE END TIME

REASON FOR LEAVE

ADDRESS WHILST ON LEAVE

1ST LINE OF ADDRESS

2ND LINE OF ADDRESS

COUNTY / STATE

COUNTRY

POST CODE / ZIP CODE

YOUR LEAVE WILL BE REVIEWED BY THE FLIGHT MANAGEMENT TEAM AND YOU WILL NOTIFIED VIA EMAIL IF IT IS APPROVED OR NOT

SUBMIT REPORT **STORE DRAFT**