



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.

1, 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 will also be noted 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 none medical related reasons. This again will be noted on the student's final graduation report. Any missed activity without 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.

2, 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.

Students will need to report their absence as below:

Flight Training Students

Phone (Primary contact Mon – Sun): 01865 840512

Email (Mon – Fri):

FTO-OxfordCustomerServices@cae.com

ETA message (Mon-Sun)

Ground Training Students

Phone (Primary contact Mon – Fri): 01865 844245

Email (Mon – Fri):

FTO-OxfordCustomerServices@cae.com

Reception Opening Hours: 8am – 4.30pm

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 to the CFI, Head of Training or Flight Lead.

You will then be required to report daily unless medically suspended from training with the relevant supporting evidence. If you have called in as absent for concurrent days then you may be grounded on ETA, at the discretion of the CFI, Head of Training or your Flight Lead, to prevent you from being added to the next days schedule, in which event you will be required to obtain documentation to support your return to a status of being fit to undertake flying activities once more.



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3a, 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.

3b 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 CFI, or in the absence of, 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.

4a, 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.

4b, Flight Training Authorized Absence

During Flight Training, you will be allocated to an instructor. The FTE instructors work a shift pattern of six days on three days off; during your instructors set shift days you are expected to be available for scheduling.

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).

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. Upon your regular assigned instructors returned to work you will return to their regular shift pattern and will be allocated student rests days to aid in the alignment back to the regular six-day working pattern, adhering to the Operations Manual Limitations specified above.

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.



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Student Leave Application Forms can be collected from outside the Flight Operations department; these will have to be approved by any of the following: assigned Flight Instructor (FI), the Head of Training (HoT), Chief Flight Instructor, Operations Manager, Scheduling and Operations Co-ordinator and the Student Progress Co-ordinator. Once signed this form should be placed in the tray found on the front desk in the Operations dispatch office and await approval.

The leave, once approved, will be put on ETA so that you will not be scheduled during this period. *Please see the leave application form as appendix A to this document.*

5. 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.

6. 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.

Please see the student wellbeing policy for further support details and medical information.



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Student Leave Form

Student Details		Course Number
Surname:	Forename(s):	

I am giving at least a minimum of 3 days notice and I acknowledge that taking leave during my training may result, in my completion date being delayed. It **MUST** be signed off by the flight lead.

Date Application Submitted	Students Signature

Start Date	Start Time	End Date	End Time

Reason For Leave

Address Whilst On Leave

Office Use			
Approved By	Flight Lead:	Date Approved	
Date Added To ETA	Loaded By:		

Original: TBD
Title: Student Leave Form
Uncontrolled if printed

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