

Northway School

Staff Attendance Policy

Aim

The staff are the school's most vital and important resource for teaching and learning. To be as effective as possible we need to have a full staff complement and for health and safety reasons, to be adequately staffed at all times.

Our intention is to operate staff attendance within a clear framework and with equality of opportunity.

Rationale

Regular and punctual attendance from employees is a contractual requirement, essential for providing the highest quality of education and care for our special needs population.

We set out our expectations for staff and management when dealing with attendance at appendix one.

Northway aims to manage sickness absence fairly, consistently and supportively. It is our intention to examine the causes and, where possible, look at ways to improve staff attendance. One example of this is to identify stress factors and attempt to minimise them. E.g. one to one adults to have cover for break times; holding regular team meetings for planning and discussing and time for team leaders to listen to staff. Staff meetings will have smaller group discussion to facilitate communication and elicitation of staff views. These to be arranged regularly.

However, where sickness is not considered to be genuine or the provisions of the policy have been abused, absence will be dealt with as misconduct.

Absence reporting Procedures

In the event of sickness, procedures for informing the school need to be adhered to in order that the Head Teacher has the best chance to plan for this period.

The Head Teacher also wishes to respond appropriately to leave of absence requests.

Guidelines for Sickness Absence

If you are sick please let the school know as soon as possible so that cover can be arranged. You need to phone the Head Teacher on her mobile as early as possible but before 8.00 so that cover may be arranged and absence recorded. You will need to phone in daily until you are able to predict your expected day of return. You will be contactable for the duration of your illness.

If you return after the third day and on or before the seventh day, you will need to fill in a self-certification form. These forms are available from the School Office.

If you are absent for more than seven consecutive days you will need to see a doctor and obtain a certificate. The certificate will predict your return date. This will need to come into school as soon as you receive it. Without receipt of a certificate you will not be paid. If your illness is on-going after the predicted date of return, you will need to return to your doctor to have a further certificate issued together with a fitness for

work certificate on your return to work. A return to work plan will then be discussed at this time with the Head Teacher. The Head Teacher may arrange, if she has further concerns regarding your health, for you to be seen independently by the Occupational Health Department to obtain medical advice.

On the day of your return to work your absence will be discussed with your team leader, and if you meet trigger levels subsequently with Head Teacher. Trigger levels are sickness absence of 8 days or 3 or more times occasions of any length in a 12 month period or more than a total of 7 days during a six month period. This will trigger a First stage absence review.

Leave of Absence

All staff will need to fill in a form to request leave, for all appointments, including special leave. The Head Teacher will make the decision as to whether it is with or without pay, based on the governors' policy on special leave of absence. If it is without pay the member of staff will be informed. Leave of absence should be requested as soon as possible, at least a week before the event.

Appendix I is a guideline to the governors' policy on **special leave of absence**. The Head Teacher's discretion however, is always retained, as in granting leave, **the impact on the operation of the school and its clients, the children, must be given consideration**. Consideration will also be given to the total requests made and other factors relating to safe operation of the school

Appendix II is a **Leave of Absence Request Form**.

Unauthorised absence

Where an employee is absent for odd or part days without explanation or contact, pay will be stopped. Pay can be reinstated at a later date if an acceptable explanation is given.

Attendance

It is essential that all staff are in school on time. Staff are expected to be in class ready for the day by 8.35 latest. Staff should arrive by at least 8.30 to ensure an 8.35 start. All staff sign in and out for reasons of monitoring and health and safety requirements. Staff are not expected to leave before 3.50. pm.

If you are late you must report to the Head Teacher immediately when you arrive in school, with your explanation. If there is an urgent reason that you must leave early (before 3.50pm), this must be discussed with the Head Teacher. All appointments require a copy to be given to the office. All appointments and special leave require a leave of absence to be filled in and signed by the head teacher before leave is taken. Notice of absence is required for appointments as far in advance as you can so that cover can be arranged.

Holiday request – Only available to staff on a full time, non term time contract, 4 weeks' notice is needed in writing to the Head Teacher. Dates not always guaranteed, e.g Site Managers may be declined school holiday dates if any major works are being carried out

Appendix I

Reason	With / Without Pay
Hospital appointments (proof of the appointment will be necessary) every effort to be made to make appointments out of child contact time or in the school holidays.	<p>With But only for urgent appointments which cannot be made out of child contact time. On condition that where possible you attend school before and after your appointment or that you take the appointment out of child contact time. Appointments will be recorded as absence but not counted towards the triggers for attendance review.</p>
Death of a close relative, parent / child	<p>With Employees will be granted a period of up to 5 days paid special leave for the death or terminal illness of a spouse, partner, child, sister, brother, grandparent or other close relative, or person with whom there is a very close relationship. The head in granting the leave will take a number of factors into account in determining the amount of compassionate / bereavement leave to be granted, for instance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The closeness of the relationship <input type="checkbox"/> The distance which would have to be travelled to care or to attend to the family <input type="checkbox"/> Whether the employee is responsible for making arrangements as next of kin or executor. With – up to five days, depending on individual circumstances (discretionary)
Clinic appointments for long term illness/disability	<p>With But only for urgent appointments which cannot be made out of child contact time. On condition that where possible you attend school before and after your appointment or that you take the appointment out of child contact time. Appointments will be recorded as absence but not counted towards the triggers for attendance review.</p>
Routine appointment	<p>Without. Every effort to make appointments out of child contact time. Routine appointments to be taken in holiday periods.</p>
Own emergency visit to doctor / dentist only	<p>With. On condition that where possible you attend school before and after your appointment. Without for any other routine appointment</p>
Maternity leave and Paternity leave	As statutory guidelines.
Children's illness	<p>Without. Staff expected to have back up care.</p>
Marriage – close relative	<p>Without No leave granted in child contact time</p>
Own marriage outside of term time-	<p>With. One days paid if unable to organise out of child contact time</p>
Moving house	<p>With. One day only</p>
Own exams / graduation related to the job/own and children	<p>With If own exams/graduation</p>

	Without If child Leave at discretion of Head
Interview	With Limit is 3 in any one year.
Religious observance	Without pay. Taken as unpaid leave

Holidays must not be taken in term time. Consideration will be given in extremely exceptional circumstances without pay. The decision will be made by the personnel committee of the Governing –Body. Submission of a form must be made in advance.

There may be other exceptional circumstance where you wish to ask for compassionate leave. This needs to be discussed with the Head Teacher on an individual basis.

Signature.....Chair of Governors

Date: June 2018
Review policy: June 2020

LEAVE OF ABSENCE REQUEST FORM

1. Attendance policy is available in office which outlines policy on leave.
2. Ask Head for approval for leave of absence at least one week before unless an emergency request.
3. Head will either grant leave or not following policy guidelines and depending on requirements of the school and if granted will indicate whether leave is paid or not.
4. Once Head has signed please take form to office, put leave date in diary and give form to Michelle.

NAME
JOB TITLE
DATE OF ABSENCE
REASON FOR ABSENCE

Staff Member's Signature :

For Office Use

Leave granted with pay without pay

Head Teacher's signature: