

Attendance Management Policy for Teachers and Support Staff in School

**Version 1.0 Agreed
8 February 2013**

Agreed via HR consultation group and recommended for adoption

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1. Introduction

- 1.1 The school will seek to promote good health in the workforce, by means of providing health information to employees, promoting specific & appropriate health events and initiatives in conjunction with its preferred Occupational Health provider and will actively contribute to achieving the school's health related targets. It is the responsibility of the school's leaders and managers to ensure the health and wellbeing of its employee's in respect of health and safety at work.
- 1.2 In the interests of the whole school/academy the Governing Body is committed to managing attendance and sickness absence. The health and wellbeing of its employee's is essential, and it is the responsibility of the school/academy leaders to promote the effective management of absence and ill health.
- 1.3 The management of attendance is an essential and central part of the leadership and management of the school and the delivery of the school's education provision. School leaders and managers (hereafter termed 'Managers') will support staff who are ill or absent from school and in turn will be supported where necessary by Human Resources and an Occupational Health Provider as referred to throughout the policy. Each manager is required to monitor attendance levels and take further action as necessary when trigger points are reached and/or where there are concerns about an employee's attendance levels.
- 1.4 The positive and consistent management of attendance can lessen the impact of sickness absence on other staff, maintain continuity of school functions, and assist those who are off sick to make a successful return to work. Attendance Management cases will be conducted with respect for confidentiality and in accordance with Data Protection Act, Access to Medical Reports Act 1988 legislation.
- 1.5 This Model Policy has been designed for use with all employee's in the school including teachers, headteachers, non teaching and support staff. Unattached teachers employed by the Local Authority are covered by a similar corporate policy. Schools may choose to adopt this or another policy, according to Governing Body decision. Application of this policy will be supported by appropriate training to managers and staff.
- 1.6 This policy does not form part of any employee's contract of employment and it may be amended by the Governing Body at any time following consultation with recognised trade unions.
- 1.7 The generic terms 'School' and 'Headteacher' are used throughout for ease, but equally signify School/Trust/Academy and Headteacher/Principal respectively.

2. Model Policy for Attendance Management

The Governing Body of Parkinson Lane CP School adopted this policy on 8 July 2013.

The policy has been the subject of consultation with recognised trades unions.

It will review it in 3 years.

3. Purpose

This policy sets out the framework for the management of staff attendance within the school. The school values the contribution of its employees in the delivery and maintenance of quality education to its children.

While recognising that employees may be prevented from attending work through ill health, the school has a duty to maintain delivery of education and the curriculum, minimize disruption to the provision of education and the curriculum, and maximize the use of its resources.

4. Application of the policy

4.1 This policy applies to all staff including the headteacher, all teachers, non teaching and support staff employed by the school. Although agency workers are not directly employed, management of attendance will be agreed with the agency provider and in line with appropriate principles of this policy.

4.2 (*Community, Community Special & Voluntary Controlled only*) Any absence from work resulting from work place accidents and/or violence, stress or occupational musculoskeletal problems will be reported to the Local Authority Health and Safety Team on form ACC04.

(*All schools*) Major injuries and diseases as defined by the Health & Safety Executive RIDDOR regulations 1995 (see www.hse.gov.uk) and/or absence over 7 days through workplace accident should be reported directly to the HSE by the school.

School Leaders should refer to the “employers” pages “What do I need to report section of the HSE website”

Further guidance on “Notification of Infectious Diseases” can also be found on the Health Protection Agency website (see www.hpa.org.uk) in respect of the following requirement:

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010

4.3 The application of this policy is not intended to prevent or limit the normal good management practice of monitoring and consistently managing matters of attendance.

- 4.4 The school will deal with attendance management in a way that is non-discriminatory and in accordance with its adopted equalities policies. Reasonable adjustments will be considered and adopted where appropriate to take account of any disabled employee in accordance with The Equality Act 2010 legislation.
- 4.5 Employee's will be dealt with consistently and the attendance management procedure applied fairly across the school.
- 4.6 Matters of misconduct arising as a result of attendance management procedures, including (but not limited to) failure to report absence, failure to promptly provide certification, failure to cooperate with management in respect of Occupational Health and review meetings or other similar situations, will be dealt with under the school's disciplinary policy.
- 4.7 Employee's are expected to attend work unless unfit to do so, raise concerns with their manager if they believe that their job is contributing to their ill health, report absence in line with stipulated requirements and ensure medical certification is provided for consecutive periods of sickness absence exceeding 7 calendar days. Failure to make contact or provide timely certification may result in management action being considered.
- 4.8 Employee's are expected to inform their manager of the reason for their sickness absence, their anticipated length of absence, any medical advice/treatment or medical appointments they have sought/intend to obtain (where appropriate) and any work commitments that may need rearranging.
- 4.9 Employee's are expected to attend meetings with school management and any Occupational Health appointments in order to enable the school to support the employee and consistently manage attendance. Where an employee fails to co-operate decisions may be taken based on the information available at the time. Unreasonable refusal to cooperate with appropriate management meetings may result in the suspension of occupational sick pay or disciplinary action being considered.
- 4.10 Following sickness absence a Return to Work Interview is strongly recommended to take place. This meeting will normally take place privately between the employee and the line manager only. It will be used to welcome the employee back, ensure that there is an adequate and accurate record of the absence, appropriate certification is in place for the full duration of absence, and that the employee is fit and able to resume the full remit of their job role. The employee will be updated on work issues, and, any action identified which is required to support future attendance.
- 4.11 Triggers for management review into the circumstances of the absence will be:

Short Term

- 3 separate occasions irrespective of total length of absence in any 3 consecutive calendar month period
- 100 points on the Bradford Score Formula in a rolling six month period
- 10 days absence in a rolling 12 month period
- Any other reoccurring, recognisable pattern such as frequent absence on Friday or Monday, before or after public/school holidays, or where levels of attendance give sufficient cause for management concern

Long Term

- Any absence in excess of two working weeks

- 4.12 Absences in excess of two working weeks or more are considered to be long term. The line manager will consider whether it is appropriate to seek advice and/or a referral to Occupational Health at this point. On occasion it may be relevant to submit a referral prior to sickness absence where there are significant concerns about an employee's health and the potential impact on work
- 4.13 In appropriate circumstances, where an employee activates any of the triggers or fails to return as anticipated after longer term certified absence, the manager will conduct a Trigger Point Interview. This is an informal process. In the meeting actions to address and improve attendance will be identified, recorded and implemented, and appropriate support discussed with targets set for improvement as appropriate. The employee may be accompanied at this meeting by a trade union representative/official or colleague.
- 4.14 If after a trigger point interview the agreed period of review fails to bring about the required level of improvement and the employee is unable to achieve and sustain an acceptable level of attendance, the matter will be dealt with via the school's disciplinary procedure. The employee may be accompanied by a trade union representative/official or colleague at meetings convened under and where stipulated within the school's disciplinary procedure.
- 4.15 A Case Review Hearing will be considered where an employee is unable to sustain satisfactory levels of overall attendance during their employment, or, where they are unable to undertake the requirements of the post due to continuing and longer term absences. The purpose of the meeting is to consider whether there are any further actions which the school can take to support the employee in improving attendance or whether employment should be terminated. Employee's are reminded that this is an important meeting and forms part of the formal procedure, which ultimately has the power to terminate their employment. Employee's may be accompanied by a trade union representative/official or colleague at a Case Review Hearing.
- 4.16 Ill Health retirements or ill health dismissals will be pursued where medical conditions and resulting attendance issues prevent a timely return to work.

Signed Chair of Governors