



St Gregory's Catholic Primary School Attendance Management Policy for Schools

Scope

This policy applies to all school staff, where it has been adopted by the Governing Body. The policy does not apply to employees in their probationary period (please visit the Schools HR intranet site page Support Staff Induction and Probation).

Each governing body should adopt and implement procedures for managing staff absences in order to minimise disruption and cost. Apart from the potential costs that may be incurred as a result of high levels of non-attendance, employers that take no steps to manage sickness absence are likely to experience:

- Excessive disruption to their business
- De-motivated staff
- Parental dissatisfaction
- Increased workloads for other members of staff
- A more stressful working environment
- Negative impact on pupil attainment

Governing Body Policy Statement

Lack of attendance management and sickness absence procedures or a relaxed attitude to absences, recording and monitoring can send a message to employees that a certain level of non-attendance is acceptable.

Whilst the governing body and head teacher accept that most absences are a result of genuine illness, concern should be raised where the level, frequency or pattern of such absences are considered to be excessive or prolonged, as unnecessary or avoidable absences can affect a school's ability to provide a high standard of education, which can present a poor image to parents, pupils and the community. It is through the actions and management of such absences that the governing body and head teacher will enable the school to create a culture where all employees know that good attendance is expected. Clear attendance management and sickness absence procedures that are consistently and fairly implemented will convey to employees that their employer is concerned about their attendance and wellbeing, that managers genuinely wish to remove or reduce any work related

factors that might discourage reliable attendance, and that taking time off work without good reason will not be accepted.

Any measures that the governing body can put in place to encourage reliable attendance will play an important part in reducing their operating costs and increasing efficiency and employee wellbeing.

The governing body also recognises that it has responsibilities to deal with such attendance matters in a fair and consistent manner. This policy and accompanying procedure provide a framework for managing employees who are frequently absent, or remain absent for longer periods of time in order to:

- Promote good attendance using a fair and consistent approach to the management of unplanned absence without discrimination and with regard for confidentiality and dignity of employees.
- Enable managers to quickly identify, address and support relevant issues with employees, when attendance causes concern.
- Support employees through periods of ill health in order to assist them in their return to work whilst enabling managers to make appropriate decisions taking into account employee's individual circumstances, medical needs and the needs of the service.
- Address absences with employees when they become unacceptable.

Reporting Procedure

All employees are required to follow the correct reporting procedure(s) and contact their designated member of staff on the first day of absence, giving reasons for their absence from work and an estimation of the length of their absence.

Monitoring of Absence

All absences from work will be recorded and monitored to ensure that managers are aware of an individual's absence record and can apply the procedure(s) consistently and fairly.

Return to Work Meeting

This should take place after every unplanned absence.

A return to work meeting should be conducted by the manager to confirm the cause of the absence and ensure that the employee is fit to return to their normal duties or consider any adjustments that may be required on either a temporary or permanent basis. This should be a supportive meeting.

Where a trigger point is reached, upon return of the employee the manager or other designated member of staff will also conduct an Initial Review Meeting as part the

return to work interview, explaining to the employee the implications of their absence, and that any further absence may mean the employee is referred to the formal Managing Attendance Procedure.

Date policy approved:

January 2019

Date to be reviewed:

Autumn 2021

Triggers for Further Action

The triggers apply to all unplanned absence whether covered by a medical note or not. The triggers to commence the informal review process are as follows:

- **3 separate absences or a total of 10 days or more in a rolling 6 month period**
- **A pattern of absences e.g. preceding or following bank holidays, school holidays, annual holidays or other**
- **Continuous absence(s) of more than 4 weeks**

Pay During Sickness Absence

Payment of sick pay is dependent on employees adhering to the notification and certification procedures and is in line with the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the Authority's occupational sickness scheme. Failure to adhere to the required provisions may result in suspension of sick pay.

Unauthorised Absence

Unauthorised absence will be investigated and where appropriate dealt with as a conduct matter under the Disciplinary Policy and Procedure.

Other Types of Absence

Separate policies exist for other types of absence as determined in the School's time off/leave of absence policies.

Confidentiality

All matters relating to an individual's attendance will be treated in a sensitive, supportive and confidential manner.

Equality

The governing body will ensure that, when implementing the attendance management and sickness absence policy no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of any individual including the provision of information in alternative formats where necessary.

Monitoring

Trigger points will be kept under review and their effectiveness evaluated as part of the monitoring policy. Data relating to attendance will be collated and monitored regularly to ensure that the policy is operating fairly, consistently and effectively. Issues that are identified from the data will be dealt with appropriately.

Review

The policy will be reviewed in the light of operating experience and/or changes in legislation.

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