



Staff Attendance Management Policy 2022-3

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Staff Attendance Management Policy
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Staff Attendance Management Policy

1. Rationale

At Hollickwood School, the purpose of the Staff Attendance Management Policy is to encourage employees to achieve and maintain acceptable standards of attendance and to support consistent and fair treatment of all employees. The Executive Head Teacher, Head of School and Governing Body also wish to respond appropriately to leave of absence request.

The policy outlines what is expected from the Executive Headteacher, Head of School and employees when dealing with absence

2. Aim

The staff at Hollickwood are the most vital and important resource for teaching and learning. To be as effective as possible, we need to have a full staff complement. Additional pressures are put on staff and the effective day to day running of the school if there is significant staff absence. The wellbeing and academic progress of pupils may also be adversely affected.

3. Absence Monitoring

Attendance of staff will be monitored monthly by the Executive Head, Head of School and School Business Manager and will be reported to the Governing Body. If there are significant levels of general or individual absence, this will be addressed and advice sought from our HR department.

4. Trigger Points

The trigger points for full time employees are as follows:

- 3 or more absences of any duration in any 6 month period and/or
- 8 working days or more absence in any 6 month period.

Employees working less than full time hours should have the trigger points adjusted accordingly (as outlined in LBB Attendance Management Policy).

5. Notification of Absence

If you are sick, please contact the School Business Manager by text by 7.00am, at the latest, on the day of absence. It is the expectation that this initial message is followed up by a phone call to the Head of School or School Business Manager with further information regarding absence and (where feasible) an early indication as to your likely return to work. In addition, you will need to contact the School Business Manager by 1.30pm each day, with further updates. You need to give a clear indication of the nature of the illness and a likely return date. If no phone call is received, you may be telephoned at home.

If you are absent for [5 working days](#) or more you must obtain a certificate from your GP. This must be sent to the school as soon as possible. For longer term absence, Local Authority procedures apply.

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

6. Return to Work Interview

In the event of one of the trigger points being reached, your absence will be discussed with the Executive Head Teacher, Head of School or School Business Manager on your return to work. A return to work meeting will be arranged after every such absence. All discussions are confidential and will be sensitively managed. As part of this meeting, we will ensure that employees are safe to return to work and offer support as required to aid the employee's return to work if they are safe to return.

If your illness is on-going after the predicted date of return, you will need to return to your doctor to obtain a further certificate. A return to work date will be discussed at this time with the Executive Head Teacher or Head of School.

Where the Executive Head Teacher or Head of School has concerns about staff absence, he/she may take advice from the Local Authority's Human Resource Department. The Executive Head Teacher or Head of School may wish for you to be seen independently by the relevant Occupational Health resource to ascertain your fitness for work. This can be decided at any time.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE RELEVANT ATTENDANCE MANAGEMENT AND SPECIAL LEAVE POLICIES FROM LBB.

7. Reason for Special Leave

REASON FOR SPECIAL LEAVE BEING GRANTED	WITH / WITHOUT PAY
Funeral of close relative in immediate family Parents / Siblings / Grandparents / Person with whom there is a very close relationship	With
Funeral of friend	Without
Serious illness of a close relative, parent or child	With – up to five ad hoc days. If long term, needs agreement with the member of Staff depending on individual circumstances and this may be referred to the Governing Body.
Compassionate Leave re: spouse, partner, child, sister, brother, grandparent or close relative or other close relative or person with whom there is a very close relationship	With – up to 5 days. Any longer than this must be agreed with the member of staff depending on individual circumstances and this may be referred to the Governing Body. Factors to be taken into consideration: <ul style="list-style-type: none">• Closeness of the relationship• Distance to be travelled to care for or to attend to the family• Whether the employee is responsible for making arrangements as next of kin or executor

Terminal illness of a spouse, partner, child, sister, brother, grandparent or other close relative, or person with whom there is a very close relationship	With – up to 5 days. Any longer than this must be agreed with the member of staff depending on individual circumstances and this may be referred to the Governing Body. Factors to be taken into consideration: <ul style="list-style-type: none"> • Closeness of the relationship • Distance to be travelled to care for or to attend to the family
Hospital appointments – own (Proof of the appointment is necessary)	With – Noted as sick Leave These are granted on the condition that, where practical you attend school before and after your appointment. Monitored
Attending a hospital appointment with partner or spouse or parent	Without- determined on half or whole day. Monitored
Attending a medical appointment with child	Without- determined on half or whole day. Monitored
Emergency visit to doctor/dentist	With – one day in any 12 month period.
Paternity leave	As LBB Paternity Leave Policy 1 or 2 consecutive weeks' leave, as follows: <ul style="list-style-type: none"> • 1 week at full pay • Second week at Statutory Paternity Pay providing that the employee fully meets the eligibility criteria, as outlined in LBB policy
Maternity leave	As LBB Maternity Policy
Adoption Leave	As LBB Adoption policy
Parental Leave	As LBB Parental Leave Policy
Children's illness	With – 1 day per term, to be used to make suitable arrangements for further care. Any further days will be without pay with a limit to five days per academic year.
Own children's activities	Up to 3 hours can be taken with pay (2 per Academic or rolling 12 months). This is only at the Executive Head Teacher or Head of School's discretion, and where this does not impair the functioning of the school; and when is arranged in good time.
Marriage – friend/relative – Own	With – 1 working day where the ceremony does not take place at a weekend. 1 working day where the ceremony does not take place at a weekend plus 1 working day immediately prior to the wedding.
Moving house	With – one day in any 12-month period

Exams /training/ graduation related to the job	With
Job Interviews	With – up to 3 per academic year
Religious observance	With – 2 per academic year Any further days unpaid and at the discretion of the Executive Head Teacher or Head of School.
Ante-natal classes – both sexes	With
Jury Service (application to the court may release you from these duties)	Without – Employees should claim for loss of earnings and produce evidence as to the amount received from the court, as this will be deducted from salary
Graduation of child	With.
Domestic problems or serious domestic emergencies, i.e. situations which must be resolved immediately, such as burglary, fire, flood, storm etc. – those situations which pose a risk to the employee's home if not resolved immediately	With pay (up to 1 day) in certain situations. If longer, then unpaid.
Domestic situation miscellaneous e.g. routine breakdown of household appliance or boiler.	Without
INSET days	MTS who are not expected to work inset days and do work, may receive a day off in lieu, due to prior agreement from the Head of School or Executive Head Teacher.
Time off in Lieu	Is not given in any circumstances other than the above.

8. Medical Appointments

- Absence from school for any hospital, therapy or medical appointment which is related to a medical condition, counts as sick leave.
- Doctors – Every effort should be made to arrange medical appointments outside of working or school hours except where this is unavoidable, in which case the leave will be paid if agreed by the Executive Head Teacher or Head of School.
- Hospital – Paid leave may be granted on production of hospital appointment cards/letters. The employee should make every effort to schedule visits outside of term where possible. Hospital stays will be treated as sickness absence.
- Emergency Dental Appointments – Emergency dental treatment is considered as paid sick leave.
- Routine Dental Check –ups – All staff are expected to arrange their routine dental checks ups for the school holidays.
- Part time staff are asked, wherever possible to arrange their medical and therapy appointments on their non-working days.

9. Leave Without Permission / Unauthorised Absence

9.1. Requesting leave at short notice

The Executive Head and Head of School will try to accommodate staff who request leave at very short notice because of an emergency arising. They, however, may decide that a member of staff is absent from work without authorisation if the reason for absence cannot be evidenced afterwards. Any members of staff who take leave, which has not been previously approved, may be subject to disciplinary action.

9.2. Unauthorised Absence

Where an employee is absent without explanation or contact, pay will be stopped. If an acceptable explanation is given to the Executive Head Teacher or Head of School, pay can be reinstated at a later date. The Executive Head Teacher/Head of School/school office should make reasonable efforts to make contact by telephone or recorded letter advising the employee that if he/she fails to make contact with work, contact would be made with their nominated next of kin. If the employee is subsequently contacted, the Executive Head Teacher and/or Head of School should take into account the length of absence and the employee's explanation in deciding what, if any, action needs to be taken. If despite reasonable efforts it proves impossible to contact the employee, on the fifth day of absence the Executive Head Teacher or Head of School will send a second letter by recorded delivery asking the employee to attend an investigation meeting. The letter will refer to the attempts to contact the employee and seek an explanation for their absence at an investigation meeting, set 5 days following the expected date of delivery. The letter will also explain that a continued absence is a breach of their contract of employment, which could lead to disciplinary action being taken, and an outcome of this could be dismissal from the school. It will be made clear in the letter that failure to make contact or attend the investigation meeting will result in a conduct hearing being arranged.

9.3. Late Return from Leave

If for any reason staff are late returning from an agreed absence they must notify the Executive Head and Head of School as soon as possible to explain the reasons why. Failure to do so, and/or failure to provide a satisfactory explanation, may lead to disciplinary action being taken for unauthorised absence and salary being deducted for the period of absence.

10. General

In addition, and consistent with current legislation, additional compassionate leave may be granted in exceptional circumstances, with or without pay at the Executive Head Teacher and Head of School's discretion.

Other than for emergencies, applications for leave of absence should be made to the Executive Head Teacher or Head of School, via the School Business Manager in writing 4 weeks in advance.

ABSENT STAFF MUST ENSURE WHEREVER POSSIBLE SUFFICIENT WORK IS SET IN ADVANCE FOR CLASSES BEING COVERED.