

INTRODUCTION

This policy runs alongside the Westcountry Schools Trust 'Managing Sickness Absence Policy and Procedure' document and covers local variation arrangements (page 11, point 17).

Hele's School is committed to managing attendance so that disruption to the education of the children is minimised.

A satisfactory level of attendance at work by the employees of Hele's School is crucial to the success of the education we provide. It is also crucial for maintaining staff morale and a desire by staff to share and contribute to the aims and interest of the school.

The health and welfare of all our staff is important to all those with management responsibility including the Principal, Line Managers and Governors. We recognise that employees will be absent from work for a variety of reasons; for the most part, this will be planned absences (e.g. training courses, public duties etc). Employees will also be absent as a result of sickness, injury or for compassionate reasons and during such periods of absence, the School will seek to ensure that employees are treated as sensitively and fairly as possible. However, at the core of such a procedure, will be an awareness of the unique relationships between Principal and employee, and this will remain the focus for ensuring that sickness absence is dealt with fairly with due consideration given to the particular circumstances of each employee.

High absence rates involve costs for the School in terms of contractual sick pay, increased wage or salary costs if paying to cover the work of absent employees (in some cases), lower standards of service, disrupted production or workflow, and low morale.

1. ORGANISATION

Mrs Pomfret (Teaching Staff), Mrs King (Support Staff), and the Cover Manager, Mrs Blakey, are responsible for the organisation of cover arrangements. In the event of Mrs Blakey's absence Mrs King assumes responsibility for arranging cover. An emergency cover procedures file is kept in the Finance Office.

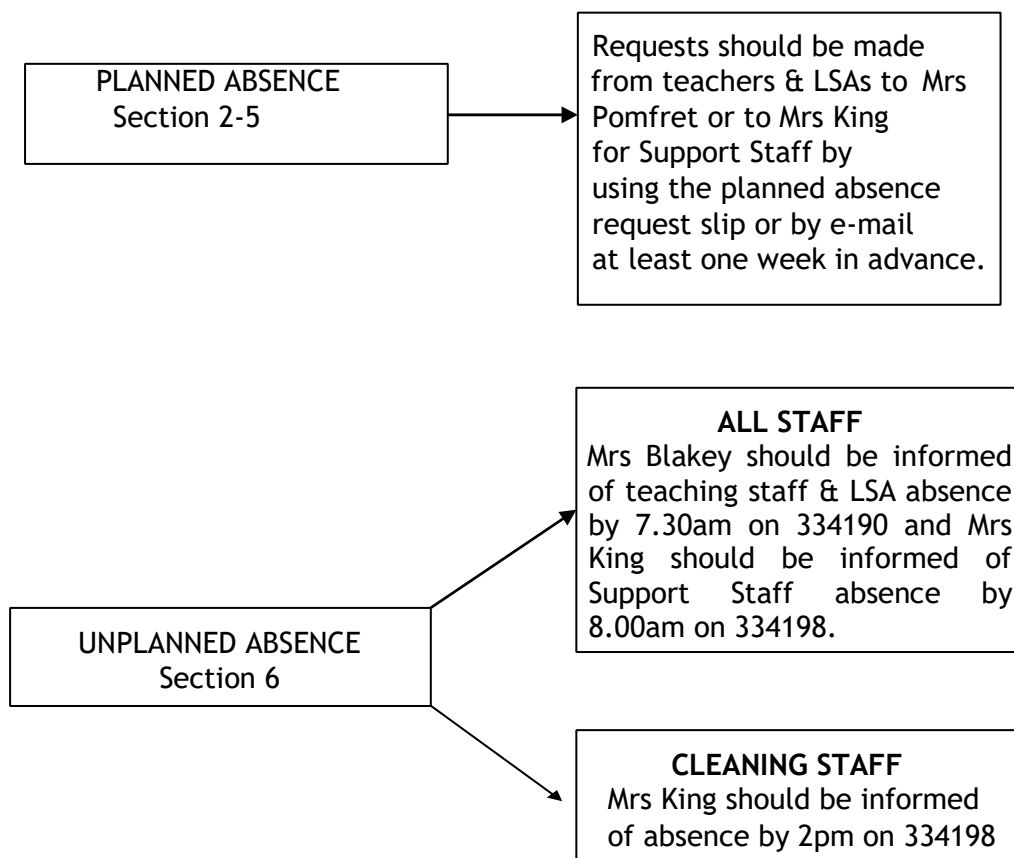
The Cover 7 module is used, and a list published by 8.00am each morning in the Main Staff Room (Cover Board) and emailed to all staff.

All teaching staff are required to look at the cover board and emails daily although a system of priority cover periods is in operation to aid staff in planning the use of non-contact periods. Individualised 'yellow slips', detailing cover required are put into staff pigeon-holes each morning.

All details of cover carried out and absence of staff is recorded on SIMS and these records help to inform the periodic review of cover and its demands on staff.

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Review Period:	Annually	Last review date:	February 2019
Related documentation:	Staff Handbook		

2. ABSENCE PROCEDURE



2.1 Requests for Absence other than Illness

All requests must be made to Mrs Pomfret (Teachers & LSAs) or Mrs King (Support Staff).

Staff should pass a planned absence request form to Mrs Pomfret or Mrs King accordingly. Blank slips are kept in the staffroom and Finance Office. Please give as much notice of an intended absence as you can. At least one week's notice should be given.

- Absence for training should be notified prior to application of the course
- Absence for school trips should be notified immediately after the SLT approval
- Meetings with parents or other single-lesson activities should not be arranged during staff's high priority cover periods. Notification of meetings should be received one week ahead or, of necessity, as soon as possible, and at least the day before
- Absence for activities involving several members of staff, room or timetable changes should be notified at least six weeks in advance

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- Request for TOIL (support staff) will only be authorised if it is a mutually agreeable date/time and the appropriate number of hours have been accrued and authorised by Mrs King.
- Staff are able to take 2 days paid leave, in an academic year, to arrange care for their children if they are unwell. If more leave is required during the academic year it will be unpaid.

3 COMPASSIONATE LEAVE

In the event of the death or illness of an employee's wife, husband, brother, sister, parents or children (or that of the employee's spouse) Plymouth's Conditions of Service provide that compassionate leave may be granted.

All requests should be channelled through the Principal. The amount of leave granted will depend on individual circumstances in each case, although the Principal may need to consult with the HR department at WeST if in doubt.

Conditions of service allow for:-

3.1 Death

Up to 5 days' (one week) leave with pay.

4. AUTHORISED ABSENCE

National and local conditions of service provide for other authorised absences from work, either with or without pay.

4.1 Time off with pay

Time off with pay should be allowed by schools for the following reasons:-

- For officials of recognised Trade Unions to perform their industrial relations duties or undergo relevant approved training
- For safety representatives to perform their duties or undergo training.
- For purposes of ante-natal care
- For certain public duties, i.e. Magistrates where leave will be granted for minimum attendances as required; also service as an elected member where up to 20 working days per annum will be allowed.
- Attendance as delegates at conferences, courses or meetings, which are approved by the Governing body, delegated to the Principal to authorise.
- Sitting approved examinations related to employees' professional development.
- Jury service (fees received must be paid to the school).

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- Screening for breast and cervical cancer.
- Lecturing in a professional capacity inside working hours (directed time for Teachers) - fees received must be paid to the school.
- Members of non-regular forces who attend annual training for up to two weeks, however in the case of Teachers the second week will be allowed without pay.
- Candidates for parliamentary election - 5 working days for teaching staff, three weeks for non-teaching staff.
- In cases of potential redundancy, reasonable time off to look for other work.
- Weddings of first degree relatives (i.e. brother, sister, parent, child) or of corresponding relatives in law.
- Interviews for other posts.
- The Principal may approve paid leave of absence for urgent personal reasons where up to one day may be granted.
- Other occasions at the discretion of the Governing Body, delegated to the Principal for authorisation.

4.2 Teaching staff additional

- Contributions to educational broadcasts relevant to the Trust/school's work and policies.
- Visits to other schools or colleges at suggestion of the Trust with the prior approval of the Principal.
- Duties in connection with external examinations as per the Burgundy Book.
- Teachers acting as tutors at the request of the DFE, LA or Trust etc (fees received must be paid to the school)
- Invitations to sit on Service Selection Boards
- The Principal may approve paid leave of absence for urgent personal reasons where up to one day may be granted.

Leave should not be approved where it would not be in the interests of the school or would be in conflict with the spirit of these local agreements.

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5. TIME OFF WITHOUT PAY

Time off may be allowed without pay at the discretion of the Governing Body, delegated to the Principal for authorisation, but care should be taken to ensure that employees are treated equally.

In the case of support staff who may have an annual leave entitlement, leave without pay should only be given when that entitlement has been exhausted.

Agreed time off without pay will be calculated on the basis that one day equals one 365th of annual salary. For periods of more than one week this will include weekend as well as bank holidays periods.

5.1 Extension to school holidays

No member of staff will be granted leave of absence early, at the end of the term or late, at the beginning of term, in order to meet holiday bookings.

6. REPORTING SICKNESS ABSENCES

When **Teaching Staff & LSAs** know they are to be away sick **they must phone Mrs Blakey by 7.30am on 01752 334190**. An answer machine is available out of school hours. In order to avoid confusion, do not telephone any other number.

Support staff should phone Mrs King, Operations Manager, on 01752 334198 by 8.00am.

Cleaning staff should phone Mrs King, Operations Manager, on 01752 334198 by 2pm.

Staff must keep in **regular contact** with the above personnel regarding **anticipated return** to work. Any issues related to staff welfare will be addressed by Mrs Pomfret or Mrs King.

6.1 Emergency illness during the school day

If a member of staff is taken ill during the school day, inform the Cover Manager, Mrs Blakey or Reception, immediately.

6.2 Returning from sick leave

All staff must complete a sickness self-certification declaration form (pink), which should be signed by themselves and their Line Manager at their return to work meeting. The completed form should be returned to Mrs Kelman.

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6.3 Action in the holidays

If a member of staff who has been ill becomes fit for work after the School has closed for a holiday he/she should telephone the school on 01752 337193 and leave a message (answer-phone in operation) to that effect. Please quote the date you are fit to return.

7. TEACHING STAFF - SETTING WORK WHEN ABSENT

Except in extreme circumstances, teaching staff are required to set sufficient and appropriate work when they are absent, either through illness or foreseen absence. The school cover lesson proforma should be completed. Copies of this document are kept in the staffroom and on the T:drive in the Shared Area. A copy of this work should be given or e-mailed to the HOD in sufficient time for the start of Period 1.

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