

## **Attendance Management in Schools – Employee Guide**

### **Attendance Management Procedure**

In 2015 the County Council HR Service agreed with the trade unions, on behalf of Nottinghamshire Schools, a revised Attendance Management Procedure for Schools. This procedure ensures that all employees are supported and treated in a fair way should their health affect their attendance at work.

John Clifford School has adopted this procedure, recognising its commitment to improving the health and well being of all its employees at work.

This short employee guide clarifies the procedures which apply to you and which your manager will follow to ensure that you are supported with any health-related matters which may impact upon you at work. The full policy is available on the school website.

### **Initial notification of sickness**

If you cannot attend work due to illness, you should notify school as soon as possible. Direct telephone contact should be made with Janine Waring on her mobile phone by 7:15am on the first working day of your illness or nearest working day following to allow for any cover to be arranged. If you do not have her telephone number then please seek this from the School Office.

If you cannot reasonably get access to a telephone, you should arrange for a reliable person to notify the above named person for you. Please ensure that they have sufficient information to do so appropriately.

You will be required to inform your manager of the nature of your illness and symptoms, the actual date on which the illness began (whether or not that is a normal working day), whether you have seen your doctor, and when you might be fit to return to work if this is known.

### **What to do if you are ill for 4 days**

If your illness lasts beyond the third day (including non-working days) you must report to Janine Waring again on the fourth day (or nearest working day). You will be asked to complete Form SSP2 (Self-Certification of Sickness Absence), which will either be sent to you or provided by your manager on your return to work.

### **What to do if you are ill for 7 days**

If your illness exceeds 7 days (including weekends and non-working days) you should obtain a 'Fit Note' from your GP certifying your sickness and send this to school c/o Paula Yarnall, School Business Manager without delay.

Failure to notify the above named person of your absence, and / or failure to cover any absence in excess of 7 days with a Fit Note can result in your pay being stopped.

### **Keeping in touch**

Whenever you are absent from school, it is important that you maintain contact with your manager. This helps your manager to keep up to date with your sickness absence, to offer support and guidance where necessary and keep you in touch with what is happening in school. Such contact will also be maintained if you are absent through long-term illness.

## **Absence following an incident, accident or assault at work**

If your absence is directly related to an incident, accident or assault at school, you must advise your manager immediately. The absence should be recorded as an industrial injury on your self-certification form and other absence records. Such incidents in school will also need to be recorded on either the Wellworker System or Form SR3/5 in line with Health and Safety Policy.

## **Return to work discussion**

Whenever you are absent due to illness, even for one day, you will be asked to speak to your manager, usually on the day you return to work or as soon as possible thereafter. This is to discuss the reasons for your absence and if necessary, to provide any assistance or support required to assist your return to work.

## **Key Indicators for Absence**

It is important for there to be clear guidelines to employees on what the Head Teacher and Governing Body consider to be a reasonable standard of attendance in school. In adopting the Attendance Management Procedure, the 'key indicators' as defined within the procedure are considered to be the point at which an absence level may give cause for concern.

What this means is that, if you are absent on **3 separate occasions within a term or equivalent period**, or for **up to 4 periods of absence which in total exceed a month** per rolling year, you may be invited to a formal review meeting in line with the Attendance Management Procedure. It means we are concerned about your health and want to discuss with you what action school can take to help you. During this meeting, your individual circumstances will be discussed and considered, and a course of action agreed. There are provisions within the Attendance Management procedure for staged warnings to be issued if absence levels are unsatisfactory in the circumstances or where a satisfactory improvement is not made during a review period.

## **Occupational Health Referral**

If you are absent continuously for 4 weeks or longer, have frequent spells of intermittent absence or school are concerned over a health issue, a discussion will take place with you regarding the benefits of a referral to Occupational Health. This is to assist and support you, to consider any support or adjustments which would assist you in fulfilling your role, and to ensure you are able to undertake or return to your role from a period of absence without risk to your future health.

## **Medical appointment**

If you need to attend a pre-arranged hospital appointment, please inform your manager as soon as possible and provide a copy of your appointment card / letter. Wherever possible, appointments should be made outside of your normal working hours. Routine GP or dentist appointments should in almost all circumstances be arranged outside of your normal working hours.

## **Compassionate Leave / Urgent Domestic Business**

Absence for compassionate or urgent domestic reasons are covered under separate provisions – please refer to the policy 'Annual Leave and Leave of Absence' for further details. Sickness absence is not an alternative to these provisions, and absences under these provisions must be requested of the Head Teacher as soon as possible.