

## Absence Protocol

### Initial contact

- If you are unable to attend work due to illness or injury, you should telephone the cover supervisor on:  
**07938 182608**  
as early as possible on the first day of absence, or by 7.45 am at the latest. It is important that as much detail as possible is given, ie nature of illness, possible return to work date, and any other information that colleagues may require in your absence.
- Your line manager will be informed, and may need to make contact with you.
- In exceptional circumstances, eg if you are in hospital, someone else may telephone school to notify us of your absence on your behalf.

### Short term Absences

- You must maintain regular contact with your line manager; to update on any developments, likely return to work date, and to receive any appropriate information from school.
- You are requested, where possible, to phone school by 2 pm the day prior to return to notify us of your intention to return to work.
- Staff who are responsible for teaching groups, are expected, wherever possible, to provide details of work to be undertaken by pupils.
- A GP certificate is necessary from the eighth calendar day of absence.
- Your line manager will conduct a return to work meeting on your return.
- Where a sickness 'trigger' has been met, we will follow the Attendance Management Procedure. Triggers are:
  - 3 occasions of absence in a 12 month period, or
  - 9 working days absence in a twelve month period.
  - Levels of absence are a cause for concern.

### Long Term Absences (are a continuous period of absence lasting 21 calendar days or more)

- Your line manager, or HR Director and yourself are expected to keep in regular contact with each other throughout your absence.
- Appropriate certification must be submitted to cover all periods of sickness absence.
- You may be referred to Occupational Health, and you will be expected to attend health review meetings and Occupational Health appointments as appropriate.
- It is in the interest of all parties to adhere to the procedure to ensure a fair and consistent approach to all sickness absence.

A full copy of the Attendance Management Policy is available on the school 'P' drive.

Staff and line managers who require any advice or support in relation to attendance management should contact Sue Simons, HR Director.

### Time Keeping

- All staff are expected to keep to contracted times of work.
- Late arrivals or leaving early may be agreed in exceptional circumstances. Should a pattern of late arrivals/leaving early occur, without authorisation, then formal action may be taken.

*Issued October 2014*