



STAFF ATTENDANCE POLICY

Policy Status	Staff
Governing Body Approval	07 03 2018
Ownership	Resources Committee
Date for Review	31 03 2021

INTRODUCTION

This policy is intended as a practical document for every day reference and applies to all members of staff. It makes clear the responsibilities and entitlements of each member of staff.

Its implementation is delegated by the School Governors to the Governors' Resource Committee and managed on a day-to-day basis by the Headteacher.

THIS DOCUMENT DOES NOT REPLACE AND SHOULD BE READ ALONGSIDE YOUR CONTRACT AND CONDITIONS OF EMPLOYMENT

SICKNESS ABSENCE

An absence may arise as a result of sickness, including injury arising at work, third party accidents, attendance at hospital and dental appointments. A copy of the notification of appointment is required.

The Governors expect staff to arrange for routine medical and dental appointments to take place outside lesson times so as not to disrupt lessons. Support staff would normally be expected to make up the hours at a mutually agreed time.

RINGING IN SICK ROUTINE:

Teaching Staff

Please ring the Key Stage Leader of Learning at home between 7.00 am and 7.15 am on HD 07958 571417 and ET 07786 267618. If you are ill at the weekend, please ring between 7.15 and 7.30 pm on a Sunday evening.

Non Teaching Staff:

Please ring school between 8.00 am and 8.30 am on 01798 813319.

All staff are asked to ring in before 2.30 pm to say if they will be returning to work or not.

CERTIFICATION OF SICKNESS

Members of staff may self certificate sickness absence for up to seven consecutive days. From the seventh day of continuous sickness absence a medical certificate must be produced.

All staff on their return to work will be required to complete a school sickness form regardless of the length of absence.

MANAGING SICKNESS ABSENCE PROCEDURE

The Governors of West Chiltington Community School have approved the West Sussex Model Procedures for Managing Sickness Absence.

A summary is provided below.

- A short informal interview will be held with the Headteacher after each absence.
- An absence monitoring discussion will be held in the following circumstances:

In any school term a member of staff has had three separate absences due to ill health.

A pattern of absence has emerged which causes concern.

The discussion will be recorded and a copy given to the individual.

The Personnel Services Unit may be contacted at this point for advice.

If a member of staff's absence triggers a second absence monitoring discussion on a second occasion in the same, or following term, a review will be undertaken.

At this point:

- Advice will be sought from the Personnel Services Unit.
- Medical Advice may be taken.
- A judgement about the member of staff's conduct will be made.
- It may be necessary to embark on formal procedures on the grounds of capability.

Following the review, the member of staff will be advised as to whether they are to be placed on formal procedures or not.

LONG TERM SICKNESS

- Where a member of staff has, for example, broken a leg, or had an operation, there is normally a predictable end date to the absence. The member of staff can then be expected to return to work and resume a satisfactory attendance record.
- In more difficult situations, where the cause of the illness is less well defined, and the timescale for return to work is unknown, the situation will be reviewed when the member of staff has been absent for a continuous period of four weeks.

The Personnel Services Unit will be contacted for advice and the member of staff advised.

TERMINAL AND DEGENERATIVE DISEASES

Absence monitoring discussions, where the member of staff's medical condition is known, will not be carried out.

LEAVE OF ABSENCE WITH PAY

A member of staff is expected to request leave of absence during term time only in exceptional circumstances, as it can cause considerable disruption and inconvenience to pupils and colleagues.

The Governors have agreed that the Headteacher on their behalf will consider a grant of leave of absence with pay in the circumstances listed below. Any 'cover' that is required as a consequence will be funded by the school's budget share.

COMPASSIONATE LEAVE

MEMBERS OF STAFF WISHING TO CONTACT THE HEADTEACHER IN AN EMERGENCY MAY TELEPHONE 01903 812402

Compassionate leave is granted at the discretion of the Headteacher for cases of bereavement and for other equally traumatic circumstances such as dealing with sudden illness, a long-term illness, an accident leading to an unexpected hospitalisation, or complications relating to the birth of a child.

PERSONS AFFECTED:

- Member of staff's immediate family or household
- Parent of either the member of staff or their partner
- Or where the member of staff is having to attend to the affairs of the above in the event of death
- Other relatives of either the member of staff or their partner
- The death of a close friend

SICKNESS OF A CHILD

Teaching Staff

Up to five days per school year may be granted at the discretion of the Headteacher for the illness of a child. In this period the member of staff would be expected to organise emergency child care provision for the ill child to be nursed. It is not intended as leave for the duration of the illness.

Support Staff

The first day of absence would be counted in the five days and any consecutive days would be unpaid.

THE GOVERNORS CONSIDER IT IS THE RESPONSIBILITY OF ALL MEMBERS OF STAFF TO MAKE ADEQUATE CHILD CARE PROVISION AND TO HAVE EMERGENCY CHILD CARE ARRANGEMENTS IN PLACE SHOULD NEEDS ARISE. EACH PARTNER IS EXPECTED TO SHARE CHILD CARE ARRANGEMENTS

MEDICAL SCREENING

Members of staff will be granted necessary time off with pay for the purpose of being screened for breast or cervical cancer. A copy of the notification is required.

BIRTH OF A CHILD

Two days for the father at the birth of a child.

IT IS A NATIONAL CONDITION OF SERVICE FOR NON-TEACHING STAFF (APT&C AND MANUAL WORKER) THAT FIVE DAYS LEAVE IS PROVIDED FOR THE CHILD'S FATHER, OR THE PARTNER, OR THE NOMINATED CARER OF AN EXPECTANT MOTHER AT OR AROUND THE TIME OF BIRTH

HOUSEHOLD REMOVAL

Up to one day may be granted for household removal if it is not possible to make arrangements for a weekend or during school holidays.

FURTHER QUALIFICATIONS

Members of staff wishing to take part in studies leading to additional qualifications that contribute to their professional development, are asked to consult the Governors' Resource Committee, before the outset of the course.

The Governors' Resource Committee may consider a grant of leave of absence of not more than twenty working days over the duration of the course, but not more than five days during any one year, plus the days needed to attend for examination.

COURSE ATTENDANCE

Courses for teaching staff are usually deemed to be of benefit to the teaching profession as a whole. Teaching staff should also refer to 'Further Qualifications'.

Non-teaching staff attending a course paid for from the School Budget Share, will normally be expected to remain employed at the school for three terms, following the completion of the course.

Reimbursement may be requested from any member of staff who leaves part way through a course, reimbursement may also be requested from a non-teaching staff member, who remains an employee for less than three terms, following the completion of a course.

OTHER PERSONAL CONSIDERATIONS

At the discretion of the Governors' Staffing Committee other personal considerations may be granted.

LEAVE WITHOUT PAY

The Governors may grant leave without pay for up to ten working days for urgent personal considerations only (to look after a sick child, attend graduation ceremony etc). Requests for leave without pay (including any additional payments or awards) for longer periods will be referred to the Governors' Staffing Committee. Each request will be considered on its own merits and the impact on the class will be taken into account. Should an urgent decision need to be made the Headteacher will

consult the Chairman of Governors' Resources Committee. Any action will later be ratified by the Governors' Resources Committee.

REQUESTS FOR LEAVE WITHOUT PAY FOR HOLIDAYS DURING TERM TIME ARE ONLY GRANTED IN EXCEPTIONAL CIRCUMSTANCES

PUBLIC DUTIES

Any member of staff considering volunteering, or is approached, for public duty should discuss the matter with the Headteacher who will consult the Governors' Staffing Committee.

Under the terms of 'Employment (Consolidation) Protection Act, 1978', the Governors must permit a member of staff 'reasonable' time-off during working hours, for the performance of duties as:-

- A Justice of the Peace
- A member of a Local Authority
- A member of a statutory tribunal
- A member of a Regional or Area Health Authority
- A governor of an educational establishment maintained by a Local Authority

The Governors' Staffing Committee may at its discretion grant up to a maximum of the equivalent of eighteen days paid leave to undertake any of the above duties in any one year, provided that this does not seriously disrupt the work of the school.

WITH THE EXCEPTION OF SERVICE AS A SCHOOL GOVERNOR, LEAVE OR ABSENCE FOR TEACHING STAFF HAS TO BE AGREED BY AND IS FINANCED BY WEST SUSSEX COUNTY COUNCIL

Additional days may be agreed by the Governors' Staffing Committee and will be without pay.

SERVICE IN NON-REGULAR FORCES

A member of staff who wishes to become a member of the Non-Regular Forces should, prior to joining, consult the Headteacher who will seek the approval of the Governors' Staffing Committee. Approval will not be reasonably withheld. Up to ten days leave of absence with pay may be granted for attendance at Summer Camp irrespective of the employee's annual leave entitlement.

TRADE UNION ACTIVITIES

The Governors' Staffing Committee may at its discretion allow accredited school union representatives leave with pay to attend a days training conference each year.

Reasonable requests by local officials to attend area or national conferences may also be granted by the Governors' Staffing Committee.

Members of a recognised trade union have the right to attend a meeting called by an official representative of the relevant union at the school, provided that meetings are not called unreasonably with regard to the working of the school.

It has been normal practice in West Sussex to allow County branches of recognised trade unions to hold an annual meeting towards the end of the day, and members may attend this meeting with pay. The Governors will exercise their discretion to allow members to attend annual meetings on this basis.

ADOPTION LEAVE

The Governors' Staffing Committee may grant leave of absence for the adoption of an infant and they will determine the period of leave and any entitlement to pay. Any leave will be subject to the maximum leave entitlement under the maternity leave provisions for the post-natal period.

MATERNITY LEAVE

Members of staff entitled to maternity leave should inform the Headteacher who will advise on the appropriate procedures to follow.

FERTILITY TREATMENT

Employees requesting time off for fertility treatment will in general be supported. The specific needs will need to be understood, and the various provisions for leave set out in this policy will be used to enable this to happen where reasonable. This may mean time off for medical appointments, making full use of compassionate and special leave. The leave agreed may be paid or unpaid depending on the specific circumstances. In any event, the situation will be treated with sensitivity, and with the understanding the process can take some time.

LEAVE FOR RELIGIOUS FESTIVALS AND CULTURAL OBSERVANCE

Headteachers have a responsibility in accordance with the County Council's Equal Opportunities policy, to respond reasonably and sensitively to any request from an employee regarding their cultural or religious needs.

County Council conditions of service provide for reasonable, opportunities for flexible working arrangements (paid or unpaid) and other schemes which allow variations, in agreed circumstances, from the original contracts of employment. Therefore, a member of staff who wishes to observe a religious or cultural tradition should consider whether it is practical to do so by using either leave or flexible arrangements.

Care should be taken in responding to requests for leave for the purposes of religious observance as the school may need to provide justification for not agreeing to such requests. Further advice is available from the PMS Team.

See "Religion and Belief in the Workplace" for further guidance. Further information about a number of faiths is contained in the Faith Guide. Both these documents can be downloaded from the Diversity and Equal Opportunities section of the Schools' HR Guide.

ATTENDANCE AS WITNESS TO COURT

Members of staff attending as a witness at Court should inform the Headteacher and obtain agreement of leave of absence from the Governors' Resources Committee.

If the attendance at Court and the giving of evidence is in the employee's private capacity, it may be more appropriate for the person concerned to take annual or unpaid leave.

JURY SERVICE

Members of staff called to serve as Jurors should inform the Headteacher immediately who will advise on the appropriate procedures.

ADVERSE WEATHER, PUBLIC TRANSPORT STRIKES AND EMERGENCIES

Every member of staff has a contractual duty to report for work. Any paid time off due to adverse weather conditions is discretionary rather than an entitlement and the decision to grant paid leave of absence is a matter for the Headteacher and Governors' Staffing Committee. Normally staff are expected to make every possible, reasonable efforts to attend for work, even if their arrival is delayed, whether because of adverse weather, public transport strikes or other emergencies. Even if a school is closed to pupils, staff may be expected to report to work and undertake appropriate preparation or other duties directed by the Headteacher, although if staff are instructed not to attend, they will be paid as normal.

When a member of staff is unable to attend work, he or she should subsequently give details to the Headteacher. Such circumstances could include where roads are blocked and no other route is available. If the Headteacher is satisfied that all reasonable efforts were made to get to work, the member of staff will receive pay as normal for the first day, although it would be expected that the member of staff would, if possible, make alternative arrangements to attend work subsequently. If, at any time, the Headteacher is dissatisfied with the reasons provided for not attending work, the absence will be without pay, and the Count Treasurer notified accordingly.

As an alternative to paid or unpaid leave of absence the Headteacher may decide to make the following arrangements:-

- i. Agree that the employee may work at home
- ii. Arrange for the employee to work additional hours
- iii. Authorise annual leave to cover the absence
- iv. Agree that the employee may report to work elsewhere

Staff who are late for work or who are sent home early due to weather conditions will be paid as normal although the Headteacher may require staff to make up the time subsequently. However, if a member of staff asks to leave a deduction from pay will be made, unless the request is reasonable, or the time may be made up subsequently. Staff should be advised to listen to the local radio broadcasts for information about the possible closure of the school, and should endeavour to contact the Headteacher for advice. When the school remains open for pupils there should be staff available to supervise and teach, and staff should make a reasonable effort to attend work.

STAFF ATTENDANCE POLICY REQUEST FOR LEAVE PROFORMA

Name	
Date absence requested	
Reason for request	
How time will be made up/ unpaid leave	
Agreed by	

STAFF ATTENDANCE POLICY PROFORMA

<u>Name</u>	<u>Date absence</u>	<u>Reason for absence</u>	<u>How time made up</u>	<u>Agreed by</u>