



Mulgrave Primary School

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Name of Policy	Staff Attendance Policy
Frequency of review	Biennial
Agreed Date	September 2024
Review Date	September 2026

The school follows the procedures outlined by the Royal Borough of Greenwich mentioned in the Attendance Management Procedure. Maximising attendance should be a priority to all of us at the school as it improves pupil outcomes, provides staff resilience and wellbeing and helps to limit the financial impact at disruption caused by staff absence. Failure to follow these procedures may impact on pay and can lead to disciplinary action.

Contact Details

Notification of absence from work including the reason for absence must be made by a telephone call to Martha Holder, Headteacher, on 07941 923301 *before 7:00am* on the first day of absence. A voicemail message must also be left on the school's staff absence line, 020 8 319 5720, stating your name and reason for absence. We no longer accept emailed reasons for absence.

Text messages or getting someone else to ring in to report the absence on your behalf is not normally appropriate. Failure to comply will result in a meeting with the Headteacher.

In Martha's absence, you must report your absence to Amanda Weaver, Deputy Headteacher, on 07956396050.

Absences Known in Advance

Unavoidable/planned absences (known in advance) are to be requested on a Planned Absence form.

Planned Absence forms can be found in Google Drive> Shared Drive> Staff Form Templates

You must submit your Planned Leave form via email to your Line Manager. Once your line manager has acknowledged the leave, they will then send it to the headteacher for authorisation. If authorised, your planned absence will appear on the school electronic calendar. Please do not take planned leave without checking that it has been authorised.

We ask that a minimum of 5 working days' notice is given for unavoidable/planned absence.

Un-planned Absence

If an unplanned/emergency situation occurs where you are unable to attend work, you must contact the Headteacher in the first instance to report your absence.

On your first day back to work, you must complete a Leave of Absence Request Form retrospectively. Any relevant evidence to support the form must also be submitted where necessary. The form must be acknowledged by your line manager and submitted to the Headteacher. The Headteacher will consider your application and authorise the type of leave i.e. paid or unpaid.

All cases will be considered in line with the Royal Borough of Greenwich policies.

Medical and dental appointments:

All employees should try to arrange medical and dental appointments outside of their normal working hours. Where this is not possible, employees must endeavour to schedule appointments in order to minimise their time away from work. Any such absence that occurs during working hours will be recorded as sickness absence and monitored in accordance with the school's Attendance Management policy.

Employees should provide evidence of a medical or dental appointment where possible.

Keeping in Touch

It is the responsibility of employees to keep their employer fully notified of developments affecting an absence. Daily communication is required unless absence is covered by a medical certificate. Staff need to phone the main office at the school no later than 2:30pm so that cover/change of arrangements can be put into place.

If appropriate, the main office may forward your call to a member of the Senior Leadership Team.

Sickness absence – notification requirements

a) Not exceeding 3 calendar days

_No formal notification required. Saturday will count as a working day i.e. Absent Friday, Monday and Tuesday requires formal notification (self-certificate)

b) Exceeding 3 calendar days

HM Revenue Self Certification form required – available from Doctors' Surgeries or the school office.

c) Exceeding 7 calendar days

_Doctor's medical certificate required no later than the 8th day of absence. Where more than one medical certificate is required, certificates should be sent to the school as soon as they are issued.

Returning to work after an absence

When an employee returns to work after any period of absence, the line manager will make contact with the employee on their first day back, or as soon as possible, for a return to work meeting.

The following line managers are responsible for conducting the return to work meeting:

Senior Leadership Team- Headteacher

HLTAs / Early Years Practitioners- Deputy Head/Assistant Head Teachers

Office Staff/Premises Manager- School Business Manager

Premises Staff- Premises Manager

Inclusion Team / Teaching Assistants- Deputy Head/Assistant Head Teachers

Teachers- Deputy Head/Assistant Head Teachers

The Return to Work Form is completed on 'Google Forms' with the manager conducting the meeting. An Admin Officer will receive a copy to ensure it is saved in staff personnel files and recorded on the iTrent system.

Staff Absence Records

Staff absence records are maintained by the School Business Manager in accordance with the GDPR and are available for staff to see on request.

Sickness Absence Process

The Headteacher may use the Return to Work interviews as a process and then proceed to Formal Procedure.

A formal review will be applied for absences of 9 days or a total of 5 days in 3 separate periods over a rolling 12-month monitoring period. This formal procedure may include a referral to the Occupational Health Advisor (OHA), or an interview with the Headteacher, to set targets with a future monitoring progress put in place. At this stage the employee does not have appeal rights.

For part-time employees, the trigger points will differ. Full details are provided in the Attendance Management Procedure booklet provided by the Royal Borough of Greenwich. To access the policy, please locate it in the Teacher Shared Drive under 'policies'.

Referral to Occupational Health

Employees will be informed if a decision is made to refer them to the Council's Occupational Health Team. An employee can ask to be referred if they have any medical concerns by application to the Headteacher.

Cover for Absence

The Headteacher is responsible for organising cover for all staff absence. However, it is important that when reporting your absence that you let us know what duties will need covering i.e. if you run an afterschool club. This also applies when completing a Leave of Absence Request form (Appendix 1).

Teaching Staff Cover

Internal cover or supply cover will be provided on condition that the school receives early notification of an absence extension, availability of internal/outside supply staff and the supply budget not being exceeded.

Non-Teaching Staff Cover

Classroom Assistants: The Deputy Headteacher in charge of Inclusion will decide if internal cover is required.

Office Staff: Cover will be provided at the discretion of the Headteacher/School Business Manager

Meals' Supervisors: Dependent upon a) Number of staff absent
b) Weather conditions

Holidays and Annual Leave

All staff working within the school are required to take their holiday entitlements during the scheduled school holidays. Premises and Childcare staff may be of an exception depending on school requirements. The Leave of Absence Request form (Appendix 1) must also be completed when requesting Annual leave.

Compassionate/ Dependents leave

_Compassionate/Dependents leave to be requested on the Mulgrave Leave of Absence Request form (Appendix 1) when the absence is known in advance. Compassionate leave is granted in accordance with guidance from the Royal Borough of Greenwich. Please see Dependents, Bereavement and Compassionate Leave Policy in the *Google Share Drive/ policies* folder for further guidance

Special Leave

Special leave may be applied for on the internal Leave of Absence Request form (Appendix 1) when the absence is known in advance. Please see the Special Leave policy in the Teacher Share Drive for further guidance.

Religious Festivals

Staff must make every effort to attend religious services out of school hours if at all possible. Leave for special religious celebrations are at the Headteacher's discretion and is dependent on other staff absences and continuity of provision for the children. Application should be made on the Leave of Absence Request form (Appendix 1). Please see the Special Leave policy in the Teacher Share Drive for further guidance.

Jury Service

Any employee who is summoned to serve as a juror will be granted special leave unless exemption is secured. The receipt of a summons to serve as a juror must be reported to the Headteacher as soon as possible. The summons should be forwarded to the HR People Centre for completion after which it will be returned to the employee for return to the court.

Appendix 1

Planned Absence/Leave Request Form

Employee Name:

Leave to commence from (Date): (Time):

Expected date of return (Date): (Time):

Section you are requesting leave from (Please Circle):

SLT / Teacher / Premises / Admin / EYP / TA / ICAN / Extended day /

Midday Meal Supervisor/Inclusion

Please state reason for request and/or relationship to dependant if applying for compassionate leave:

Will cover need to be organised? Yes/No (Please circle)

Details of cover arrangements organised if known:

Please ensure you provide evidence to support your leave request.

DECLARATION BY EMPLOYEE

I confirm that the information provided by me is correct and I am also aware that if my partner (or other relative) is also a Royal Borough of Greenwich employee only one of us at the same time can be granted paid leave to care for a person who is ill or in the event of the closure of a school only one carer will be granted paid leave.

Signature of Employee: _____ Date _____

Signature of line manager/phase lead: _____ Date _____

Absence should not be taken unless authorised. Please inform all staff that you would normally work with.

This section to be completed by the Headteacher:

This leave is authorised as PAID/ UNPAID (please circle)

Evidence provided: Yes No Not Applicable (please circle)

No. of paid days leave approved for this application:

No. of unpaid leave approved for this application:

Reason for decision:

No. of days leave with pay already granted in a rolling year:

If leave is refused (in full or in part), reason for refusal:

Other comments:

Headteacher's signature:Date:

Action	Person responsible	By when?
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<p>Complete absence form at least a week before date of requested absence.</p> <p>Discuss absence request with line manager and then the Headteacher.</p> <p><i>Please take into account that the headteacher will need time to consider employee's attendance record, reason for absence, impact on the service, and any other relevant information provided by line manager/class teacher.</i></p>	Employee	ASAP
<p>Request is reviewed by Headteacher</p> <p><i>Outcome to be indicated on form.</i></p>	Headteacher	Daily
<p>Employee to obtain response from Headteacher and submit form into main office.</p>	Employee	ASAP

If absence request is approved, employee to inform line manager and phase leader and arrange any cover as required.	Employee	Upon receipt of decision
Update staff attendance record with appropriate code and ensure any unpaid days granted are deducted accordingly.	Admin officer/School Business Manager	Weekly
File request accordingly	Admin Officer	Weekly

Please note the following:

- In exceptional circumstances where a form has not been submitted in advance, this must be submitted retrospectively
- If your form is submitted the day before the absence is required and cover is required, your leave may not be approved

Please be aware that failure to follow this procedure could result in disciplinary action being taken.