



# PLYMSTOCK SCHOOL

## **Policies for Monitoring and Managing Absence**

### **All Staff**

Governors' Committee: Personnel  
Lead Officer: Headteacher  
Date for Review: Autumn 2017

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## Part 1

# Health & Attendance Policy & Procedure

## 1 INTRODUCTION

This policy has been created to assist the Headteacher and the Governing Body in managing sickness absence, to establish a culture of high attendance, which is underpinned by a good monitoring and management system.

The policy applies to:

- all employees of the school, including the Headteacher;

The procedure does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meals staff employed by an external contractor;
- employees of external contractors and providers of services. (Such staff are covered by the relevant procedures of their employing body)

## 2 PURPOSE, SCOPE & PRINCIPLES

The Governing Body has a responsibility to minimise disruption to the school caused by the ill health absence of its employees. The purpose of this policy and procedure is to ensure that:

- the school exercises its duty of care and has proper regard to the health, safety and welfare of its employees;
- the Governing Body's broader responsibility to promote a healthy workforce is acknowledged;
- all members of staff understand that repeated or long term absence of staff may have a demotivating effect on colleagues; and is likely to have an adverse effect on students' education;
- all members of staff understand that absence through sickness of teachers incurs indirect costs, often considerable, particularly if supply cover is required; and
- sickness absence of support staff may also be disruptive and costly, particularly in the case of those who provide direct support to teachers and students in the classroom.

### **3 ABSENCE REPORTING PROCEDURE**

#### **3.1 First Day of Absence**

On the first day of absence, the employee, or someone on his/her behalf must, unless in exceptional circumstances, notify the school of his/her absence due to illness before his/her usual starting time. The reason for absence and some indication of a return to work date should be given. For teaching staff and Cover Supervisors contact should be made by telephone on 01752 482493 before 07.30 on the first day of absence. For support staff contact should be made by telephone on 01752 495003 before 08.00 on the first day of absence. A self-certification form will need to be completed on the return to work of the employee.

In the interests of employee welfare we may make contact under our duty of care toward you.

**If the absence is the result of an accident or injury sustained during the course of work duties, this information and the name of the person to whom the incident was reported must be made known. This is to ensure that the school's management has properly recorded the accident and, where necessary, taken remedial action.**

#### **3.2 Fourth Day of Absence**

If the absence continues beyond three days, the employee should contact school through the Absence Line.

#### **3.3 Eighth Day of Absence and Beyond (including weekends)**

If the sickness absence extends beyond seven calendar days, a ***Fit For Work*** certificate/medical certificate (Med 3) should be obtained from a registered medical practitioner and forwarded to the Headteacher. Further ***Fit For Work*** certificates/medical certificates (Med 3) must be submitted to the Headteacher or nominated person, and must be consecutive; this includes certificated absence during school holidays. The employee has a responsibility to keep the School informed of his/her progress. It is the duty of the school to keep in reasonable communication with the employee. Every absence must be certified and recorded to ensure correct payment of sick pay and to ensure that accurate records are maintained. Failure to comply with the certification and reporting procedures may result in loss of sick pay.

#### **3.4 Maintaining Contact**

Employees must keep their line manager informed throughout their period of sickness absence, on at least a weekly basis. The form of contact and frequency will be agreed between the employee and their line manager. Headteachers/managers should keep a record of their contact with the employee.

#### **3.5 Return to Work**

The employee should, wherever possible inform the school no later than the day before the anticipated date of return.

## **4 RETURN TO WORK MEETING**

After any prolonged or repeated absences, the line manager or nominated person must arrange a Return to Work Meeting with the employee. This should happen on the first day back. The purpose of the meeting is to seek reassurance on the part of the employer that the employee is really fit or whether he/she needs extra support at the time and to demonstrate the school's commitment to monitoring the health and well being of its employees.

In a Return to Work Meeting employees must be made aware when they are near to reaching the trigger points (see point 7.1) and that reaching these could result in a First Health Review Meeting. Employees should be offered support to prevent this. If an employee has reached the trigger points in a Return to Work Meeting, the employee should be made aware that a First Informal Health Review Meeting will be scheduled. Should it be necessary this will be followed by a First Formal Health Review meeting and a first written warning could be given at this meeting. A record of the meeting must be made using the Self Certification Sickness Absence and Return to Work Meeting Form (attached in Appendix 3) and copied to the employee and placed on the employee's personal record file.

## **5 SICK PAY**

**5.1** The Governing Body recognises the occupational sick pay entitlements (see appendix 1) under the Burgundy Book for Teachers and appropriate conditions of service.

**5.2** Statutory Sick Pay (SSP) is a fixed amount paid for up to a maximum of 28 weeks, by employers to employees who are sick in addition to Occupational Sick Pay. To be eligible for SSP, employees must:

- Earn £1111 or more a week before deductions.
- Have been unable to work due to sickness for at least four consecutive days.
- Have notified the Headteacher or nominated person of his/her sickness.
- Not be on strike.

For further information on SSP, employees are advised to contact the Business Manager.

**5.3** An employee who is absent and who has exhausted their sick pay entitlement may be entitled to Employment and Support Allowance (ESA). This is not a benefit from the school or employer: an employee would need to apply for this as an individual to the Department of Work and Pensions (DWP).

## **6 ABSENCE MONITORING**

The Headteacher or nominated person will continually monitor the absence record of individual staff, and cumulatively for all staff, and present a confidential report on a

regular basis to the Governors Personnel Committee. Account will be taken not only of the total number of days absent but also the frequency of absences.

Deliberately misleading or false statements may be dealt with under the school's disciplinary procedure.

#### **6.1 Calculation of Absence Monitoring**

Teaching staff – Absences calculated from 1 April to 31 March

Support staff – Absences calculated on a rolling basis.

### **7 TYPES OF ABSENCE**

#### **7.1 Persistent Short Term Sickness Absence / Absence**

Where there is a recurring pattern of absence, with or without *Fit For Work* certificate/medical certification (Med 3), the Headteacher or nominated person will discuss that problem and any underlying reasons at an early stage with the member of staff.

The following **trigger points** may be considered:

- **Three or more** instances of absence in any **six-month** period; or
- When an individual accumulates **ten or more** calendar days absence within any **six month** period; or
- When an absence appears to have a **recurring recognisable pattern**, for example frequent absenteeism around a weekend.

The Headteacher or nominated person must write to the employee confirming the points discussed and actions identified. It may be necessary to suggest one or both of the following measures are taken:

- a). the employee provides a *Fit For Work* certificate/medical certificate (Med 3) with effect from the first day of each absence. This may result in a charge from the GP or hospital and it would be up to the school to meet this cost.
- b). Referral to the Occupational Health Unit for investigation of the employee's health problems and medium and long term fitness for work and if there is an underlying disability requiring reasonable adjustments to be carried out.

#### **7.2 Long Term Sickness Absence**

Long Term sickness absence occurs when an employee is absent from work for a continuous period of **at least 28 calendar days**. Where it is clear at the outset or becomes clear after a time that the absence will be long term, a referral can be made to the Occupational Health Unit (usually after 4 to 6 weeks of continuous absence). The Headteacher or nominated person will inform the member of staff that the Occupational Health Unit will be asked to investigate and give an opinion. The employee will be asked to give consent for the release of medical information. The Headteacher or nominated person will then make a referral to the Occupational Health Unit.

**It is not necessary to wait until sick pay has expired before investigating the matter.**

### **7.3 Unauthorised Absence**

It is the employee's responsibility to adhere to the absence reporting procedures as covered in section 3. However, if an employee fails to report to work, without informing their line manager, it is important that the situation is investigated and the employee given an opportunity to explain. If, after all reasonable efforts have been made to contact the employee, they still remain absent without leave it may warrant an investigation under the School's Disciplinary procedures.

## **8 REFERRAL TO THE OCCUPATIONAL HEALTH UNIT**

- In this section, the duties of a Headteacher may be delegated to another senior member of staff.
- At this point, the employee should be reminded of his/her right to seek advice from his/her trade union or professional association.
- A copy of this policy & procedure must be given to the employee.

### **8.1 Making a Referral**

- The Headteacher must talk to the employee and explain that he/she will be referring him/her to the Occupational Health Unit. In some situations it may be necessary to inform the employee in writing.
- The Business Manager will send the employee the Access to Medical Reports Act forms (AMRA 1 & 2) Form AMRA (1) provides the individual with details of his/her rights within the Act. Form AMRA (2) gives the Occupational Health Physician permission to consult the GP and send information to the Occupational Health Physician.
- If the employee chooses not to give consent he/she needs to be aware that the school may have to make a decision about his/her future employment without the benefit of a medical opinion, which could be to his/her disadvantage.
- An employee may request a referral to the Occupational Health Unit. Although there is no entitlement to self-referral, such a request should always be considered and the school should answer the request in writing.

### **8.2 Factors to be considered by Occupational Health Unit**

- Whether or not the individual is likely to attend work regularly and resume the full duties of the post in the foreseeable future;
- Whether there is a disability, how it affects him/her and whether any adjustments are required;

- Whether there are convenient and effective ways in which duties or circumstances could be rearranged, taking into account the fitness and ability of the employee;
- If not, whether there are other kinds of work which would suit his or her abilities or which, with further training, could be considered;
- Whether ill health retirement is an option;

### **8.3 Possible Outcomes of Occupational Health Assessment**

- **Fit for work with no adjustments**

The employee is fit to return to work with no adjustments to his/her working pattern. The Headteacher or nominated person must arrange a Return to Work Meeting to discuss the employee's return to work.

- **Continue to Monitor**

It may be that no immediate action is necessary other than to continue to monitor the situation and to organise temporary cover. This approach will be appropriate where a full recovery is likely within a timescale that will not cause unacceptable operational difficulties.

- **Reasonable Adjustments**

The Occupational Health Physician may suggest reasonable adjustments to the employee's working environment in order to facilitate his/her return to work. It is for the School to decide what adjustments are reasonable based on the suggestions made in the report.

- **Phased Return to Work**

There may be certain cases where following a long term illness the Occupational Health Physician recommends that it would be beneficial for an employee to return to work on a part-time basis or to a post of reduced responsibility, until his/her health has fully recovered. It is expected that a phased return to work should last no more than 4 weeks. The school will be required to pay the employee his or her normal full salary during the duration of the phased return but for no longer than 4 weeks.

- **Change of Role**

The Occupational Health Physician may suggest that the employee would benefit from a change in role or change of duties sufficient for it to be considered a new role.

### **8.4 Options for dealing with long-term sickness**

- **Extension of Sick Pay**

It may occasionally be appropriate to consider an extension of sick pay. Extensions of sick pay are intended to facilitate a period of further recuperation and should only be granted in exceptional circumstances on the assumption that the individual needs more time to recover fully before returning to work. The Headteacher or Chair of Governors is advised to contact the HR team if he/she is considering an extension of sick pay.

- **Retirement on Ill health Grounds**

Ill health retirement should be a last resort option once all other reasonable adjustments have been considered. The Local Government Pension Scheme requires employers to obtain a certificate from an Independent Occupational Health Physician before making decisions on pension benefits. The Teachers Pensions Agency requires employees to apply for retirement benefits through the Occupational Health Physician once he/she has completed the relevant forms available from [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). All support staff must be referred by the school to the Occupational Health Physician who will assess them and give the authorisation to retire on ill-health grounds.

## **9 DISMISSAL ON GROUNDS OF ILL-HEALTH**

If dismissal on the grounds of ill-health is being considered the Headteacher should contact the HR team first for advice.

Employees may be dismissed on grounds of ill-health, but in doing so the Governing Body must be able to demonstrate that a full and proper medical investigation has been carried out and that alternative solutions or arrangements, such as redeployment or reasonable adjustments to working methods, have been properly considered. This of course will need to have been documented throughout the process.

Dismissal on the grounds of ill-health may fall into two categories:

1. persistent short term ill-health which is not of a permanent nature and occurs over an intermittent period of time thus rendering the individual unable to perform satisfactorily the duties of his/her post because he/she are not at work often enough.
2. long term ill-health whereby the medical condition from which the employee suffers is of a permanent or long term nature, thus rendering him/her incapable of discharging the duties and responsibilities of the post;

In employee relations terms, ill-health is a fair reason for dismissal. It is however, of great importance that the employer should be able to demonstrate that they acted reasonably and in accordance with the school's procedure both in the interests of the person concerned and, if the case was brought to an Employment Tribunal, to prove that their decision to dismiss was justified and supported by good evidence and a correct procedure. Dismissal on grounds of ill-health can only be determined at an Ill-Health Capability Hearing as part of the Ill-Health Capability Review Procedure. (See section 10)

The expiry of sick leave is not in itself a fair reason for dismissal. If a dismissal is determined, after a full and proper process of investigation and consultation, the employee will be entitled to the full notice of termination (as provided by the relevant contract of employment or statutory requirements) on full pay, even if the employee has exhausted his/her full and half sick pay entitlement.



## 10 ILL-HEALTH CAPABILITY REVIEW PROCEDURE

Once the level of absence has been identified as a problem and having taken into consideration the points in paragraph 7, the Headteacher should consider taking action as outlined in this capability review procedure.

The Headteacher should decide whether he/she or another senior colleague should conduct the meetings at each stage. **If the Headteacher is the subject of concern it is normally the Chair of Governors who would be responsible for such a case.**

The First and Final Health Review Meetings of this procedure are designed to deal with persistent short-term ill-health cases.

When long-term ill-health, in the opinion of the Occupational Health Physician, makes it impossible for the individual employee to discharge efficiently the duties of the post then consideration of early retirement on grounds of ill-health may be considered. If retirement is not considered an option but there is little likelihood of the person returning to work, it is quite possible to start the procedure at the Ill-Health Capability Hearing stage.

### 10.1 First Health Review Meeting

If an employee's sickness absence levels have not improved despite being addressed in their Return to Work Meetings, and the employee has reached the trigger points as listed in section 7, the employee will be invited to a First Informal Health Review meeting. Should it be necessary the Headteacher will invite the employee to a First Formal Health Review Meeting.

The Headteacher will agree a date with the employee and then should confirm the invitation to the First Health Review Meeting in writing giving the employee at least 5 working days notice. They should inform the employee of the time, date and place of the meeting and the reason for the meeting, and state that they may be accompanied by a trade union/professional association representative or work colleague and no one else.

The Headteacher should prepare for the meeting by ensuring that they have clearly identified the employee's sickness absence levels and the support that has been provided.

In the First Health Review Meeting the Headteacher must:-

- Explain the concern about the absence level and reasons for that concern, such as operational difficulties caused.
- Listen to reasons and respond appropriately.
- Consider whether to refer the case to the Occupational Health Unit, if not already done.
- State that sustained improvement in attendance is expected and set an appropriate monitoring period and targets for improvement.
- Identify any support required.

- Give the employee a **first written warning**, if appropriate, and explain that continued failure to improve attendance to the specified level may lead to a Final Health Review Meeting which could lead to his/her employment being put at risk.
- Fully record the details of the meeting.
- Send a letter to the employee confirming all the details of this meeting.

## 10.2 Final Health Review Meeting

If the employee has made no improvement by the end of the set Monitoring Period the Headteacher will ask the employee to attend a Final Health Review Meeting, at which the employee will have the right to be accompanied by a trade union/professional association representative or work colleague and no one else.

The Headteacher will agree a date with the employee and then should confirm the invitation to the Final Health Review Meeting in writing giving the employee at least 5 working days notice.

In the Final Health Review Meeting the Headteacher must:-

- Explain the concern about the continued absence level and reasons for that concern, such as operational difficulties caused.
- Listen to reasons and respond appropriately.
- State that sustained improvement in attendance is expected and set an appropriate monitoring period and targets for improvement.
- Identify any support required.
- Give the employee a **final written warning**, if appropriate, and explain that continued failure to improve attendance to the specified level will lead to an Ill-Health Capability Hearing which could result in **dismissal**.
- Fully record the details of the meeting.
- Send a letter to the employee confirming all the details of this meeting.

If the employee has made no improvement by the end of the set Monitoring Period the Headteacher must arrange an Ill-Health Capability Hearing which may lead to **dismissal**.

**If at any stage an employee has reached an acceptable level of improvement, monitoring should revert back to informal arrangements.**

## 11 ILL-HEALTH CAPABILITY HEARING

### 11.1 Arranging an Ill-Health Capability Hearing

There needs to be flexibility with dates when arrangements for a hearing are made, especially where a trade union or professional association representative is expected to attend. This flexibility ensures the employee's fundamental right to representation.

The room to be used for the hearing should be large enough to accommodate the panel, both parties and a witness (if any). Tables are needed so that all present can write comfortably. The room should preferably be quiet and not overlooked. Two other rooms or quiet areas should be available for the two parties during adjournments.

Hearings should normally be held during normal working hours, but, where this is not possible, the hearing should begin as soon as possible after the end of the school day.

The employee must receive at least ten working days' advance notice in writing, by recorded delivery or delivered by hand, of:

- the purpose of the hearing;
- the complaints or allegations;
- the stage reached in the procedure;
- when and where the hearing will be conducted;
- who will be attending, including witnesses to be called;
- the right to be accompanied by a work colleague or trade union representative;
- the requirement for confidentiality;
- the requirement for the employee to provide, in at least 3 working days before the hearing, all documents that he/she intends to present at the hearing. The documents must be presented in hard copy and with sufficient copies for those, except witnesses, who will attend the hearing.

The persons hearing the case have to be impartial. They should not have been involved in any of the preparatory work, should have no detailed knowledge of the circumstances prior to receiving the papers for the hearing.

Where a panel of Governors is to hear the case, panel members will be sent all of the papers to be presented not earlier than 2 working days before the hearing. Panel members must not discuss any aspect of the case or the contents of the case papers with anyone, including other panel members, before the hearing.

## **11.2 Conducting an Ill-Health Capability Hearing**

The Headteacher will normally conduct the Ill-Health Capability Hearing. Alternatively a panel of 3 Governors will conduct the hearing if the Headteacher is the subject of concern, or in the following circumstances:

- a). Where the Headteacher has been directly involved in earlier Health Review Meeting stages.

- b). Where the Headteacher is subject to suspension; disciplinary procedures (in relation to conduct or capability), including investigation; or disciplinary sanction.
- c). Where the DFE has made formal representations to the Chair of the Governing Body on grounds of serious concerns about the performance of the Headteacher.

### **11.3 Procedure for the Ill-Health Capability Hearing**

- a) The Chair of the Panel introduces those present and describes their status, reminds those present of the purpose of the hearing; that adjournment is possible; that a written record of the meeting will be made; and that the proceedings of the hearing are confidential.
- b) Opening statements may be made by both parties, explaining how the case will be demonstrated or defended, referring to the documentation to be presented and indicating the witnesses to be called.
- c) The case for the employer is presented, witnesses being called as necessary. The employee or representative may ask questions of each witness and of the employer at the end of the presentation. The panel members may also question each witness and the presenting officer at the end of the presentation
- d) The response for the employee is presented, witnesses being called as necessary. The employer, and then the panel, may question each witness and the employee at the end of the presentation
- e) When all the evidence has been heard, the Presenting Officer sums up, gathering together the points of the case, not introducing new evidence. It is usual at this point to include a recommendation for an appropriate course of action
- f) The employee or representative sums up
- g) The two sides withdraw to enable the panel to discuss the case
- h) The panel will need to reach a conclusion on the course of action to be taken which may include dismissal on grounds of ill health.

The panel's decision is normally conveyed orally by the Chair of the panel in the presence of both parties and will be confirmed in writing within three working days.

### **11.4 The Ill-Health Capability Hearing Decision**

If the case for dismissal is not established, a **warning** appropriate to the circumstances of the case may be issued.

If the decision is dismissal, then the employee will be informed immediately and advised of the right of appeal. The decision of the Headteacher (or Governing Body Disciplinary Panel), the reasons for it and the appeal arrangements will be confirmed in writing to the employee within three working days.

A copy of the letter will be sent to the Chair of Governors within 14 calendar days. The Chair of Governors will then formally confirm dismissal by letter to the employee.

## **12 APPEALS**

All employees have the right to appeal against any formal action (i.e. warnings or dismissal) taken against them under the School's Health & Attendance Policy.

### **12.1 Warnings**

Any appeal arising as result of a **warning**, must be made in writing within fourteen calendar days of the receipt of the decision. If the warning is given by a line-manager the appeal will be to the Headteacher, if the warning is given by the Headteacher, the appeal is to the Chair of Governors. If the Headteacher is the subject of the formal action the appeal will be to the Chair of Governors.

### **12.2 Dismissal**

Any appeal arising as a result of a **dismissal**, must be made in writing within fourteen calendar days of the receipt of a decision. The appeal will be to the Governing Body (with the exception of any Governors previously involved). To be quorate the appeal panel must consist of at least the same number of Governors as at the previous hearing.

At an appeal, any sanction or penalty imposed will be reviewed, but it cannot be increased.

At any appeal hearing, the employee will enjoy the same rights as at any disciplinary hearing. The Headteacher is likely to be the Presenting Officer at an appeal hearing

The Clerk to the Governing Body will arrange all appeal hearings and inform all the parties concerned.

Whilst the appeal is a re-hearing of the original case, new evidence is permissible. If either party wishes to introduce new evidence, they should give notice to the other party at least ten working days before the appeal hearing. If either side produces new evidence at the appeal hearing, it is open to either side to request an adjournment for further investigation.

If new evidence of incapability is produced at the appeal hearing, which would give rise to further capability allegations, the correct course of action would be to pursue the allegations at a new capability meeting, not at the appeal hearing.

If the recommendation for dismissal is not upheld, the Governors may decide to issue a further **warning** or, in appropriate cases, to demote the employee rather than dismiss. Demotion involves a change in the employee's contract that requires his/her consent to the new arrangement.

The employee will be informed immediately at the conclusion of the hearing and the Clerk to the Governing Body will confirm the decision of the Appeal Panel/Governing Body in writing to the employee within three working days, giving the reasons for the decision.

There will be no further right of appeal for the employee following the decision of the Appeal Panel of the Governing Body. The employee will not be able to re-open the matters that have been considered by looking to invoke a different procedure, such as the Grievance Procedure.

## APPENDIX 1

### SICK PAY ENTITLEMENT

Teachers	
During the first year of service	Full pay for 25 working days and after completing four calendar months' service half pay for 50 working days
During the second year of service	Full pay for 50 working days and half pay for 50 working days
During the third year of service	Full pay for 75 days and half pay for 75 working days
During the fourth year and successive years	Full pay for 100 working days and half pay for 100 working days

Support Staff	
During the first year of service	1 month's full pay and, after completing four months' service, 2 months half pay
During the second year of service	2 months' full pay and 2 months' half pay
During the third year of service	4 months' full pay and 4 months' half pay
During the fourth and fifth year of service	5 months' full pay and 5 months' half pay
After five years	6 months' full pay and 6 months' half pay

**Note 1:** For Teachers, working days are the days defined as "directed time" (currently 195 per school year).

**Note 2:** If an employee has suffered an injury during the course of his/her work duties, and this has been confirmed in writing by the Department of Work and Pensions (DWP), then the employee is entitled to receive the first six months of his/her absence as full pay. If they are still absent after the first six months, then his/her normal sick pay entitlement will begin.

**Note 3:** Following the end of sick pay entitlement, an employee will receive statutory sick pay (if entitled to it) in accordance with the Social Security Contributions and Benefits Act 1992. For the purposes of statutory sick pay, qualifying days are Monday to Friday.

**Note 4: SUPPORT STAFF ONLY** The Employer reserves the right to withhold sick pay in the following circumstances:

- You have not followed the correct absence notification procedure;
- You have an illness or injury which has been self-inflicted;
- You have an illness or injury which results from your misconduct at work;
- You have an illness or injury which has been caused by outside employment.
- You are absent due to sickness or injury during disciplinary procedures against you.
- You are working elsewhere during your period of absence, whether or not this is during your normal working hours

## **APPENDIX 2**

### **Factors which may be considered at the Hearing before making a decision (see para 11.3)**

The following list provides examples of factors which may be considered by the Headteacher or panel of Governors before making their decision. The list is neither exclusive nor exhaustive.

- (a) The likelihood of the employee's absence record improving.
- (b) The nature, frequency and length of absence and the reasons for those absences.
- (c) Whether the School's procedures have been followed.
- (d) The possibility of alternative employment or duties and any adjustments or evidence of disability.
- (e) The effect the employee's absence is having on the School.



**APPENDIX 3**

**SELF CERTIFICATION SICKNESS ABSENCE  
AND RETURN TO WORK MEETING FORM**

Part (1): To be completed by the employee

This form must be completed for all periods of sickness absence. If the absence is for less than 7 calendar days the form can be completed upon the Return To Work. However, if the absence continues for longer, the form should be completed by the Headteacher/line Manager and confirmed by the employee at the earliest opportunity.

Personal Details												
Employee Name						Personnel Number						
School Name						Job Title						

I certify that I was absent from work due to sickness during the period stated below:

Details of Sickness																						
Date became unfit for work												Last date unfit for work										
Date of first full day of absence from work												Date resumed work										
Number of days absent	Working Days							If the absence was for more than 7 calendar days, please attach a Fit Note from your GP to this form.														
	Calendar Days																					

My reason(s) for absence were as follows:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Back Problems                 | <input type="checkbox"/> Muscular Skeletal  | <input type="checkbox"/> Stress / Depression / Anxiety | <input type="checkbox"/> Carcinoma          |
| <input type="checkbox"/> Colds                         | <input type="checkbox"/> Flu                | <input type="checkbox"/> Infections                    | <input type="checkbox"/> Headache/ Migraine |
| <input type="checkbox"/> Eye Disorder                  | <input type="checkbox"/> Ear, Nose & Throat | <input type="checkbox"/> Urinary Tract Infection       | <input type="checkbox"/> Pregnancy Related  |
| <input type="checkbox"/> Stomach Ailments              | <input type="checkbox"/> Heart Problems     | <input type="checkbox"/> Respiratory / Chest / Asthma  |   |
| <input type="checkbox"/> Work related Injury / Disease |   | <input type="checkbox"/> Other (Please explain below)  |   |

\_\_\_\_\_

\_\_\_\_\_

Signature of employee						Date						
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Please note: Knowingly making a false statement may result in disciplinary action being taken and sick pay being terminated.

Part (2): To be completed by the Manager:

I certify that I have:

- Discussed this absence with the employee
- Ensured that the necessary certifications are completed and retained on the personnel file
- Ensured that the information is passed to Payroll on the Time Sheet Monthly Return

Signature of Manager						Date						
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The purpose of the record will be to monitor general absence levels and reasons for the absence across the school and to enable the Headteacher to monitor individual absence levels. All records are kept confidentially.

A copy of this form should be given to the employee and a copy should be kept on the employee's personnel file. All records are kept confidentially.

Part (3): To be completed by the Headteacher /line Manager:

**Return to Work Meeting – After prolonged or repeated absences**

<b>Line Manager's name</b>		<b>People present at meeting</b>	
<b>Date of meeting</b>		<b>Location of meeting</b>	
<b>Total number of days absent in past 12 months</b>		<b>Total number of occasions absent in past 12 months</b>	
<b>Have any trigger points been reached? YES/ NO. (If yes arrange Health Review Meeting)</b>			
<b>Trigger Points:</b> <ul style="list-style-type: none"> <li>• Three or more instances of absence in any six-month period</li> <li>• When an individual accumulates ten or more days absence within any six month period</li> <li>• When an absence appears to have a recurring recognisable pattern, for example frequent absenteeism around a weekend.</li> </ul>			
Reasons given by employee for absence:			
Details of items discussed*			
<b>Risk Assessment Conducted</b>	<input type="checkbox"/>		
Details of support offered to employee*			
<b>Signature of employee</b>		<b>Date</b>	

\* Issues to discuss could include – welcoming the employee back, updating on the work situation, the reason for the employee's absence.

\*\* Support offered could include – OHU referral, counselling service, specific training, advice / support from their Manager/trade union.

<b>Originator / Authorised Signatory</b>			
Signature	Print Name	Date	Contact Telephone Number

For further guidance refer to the Health & Attendance policy.

A copy of this form should be given to the employee and a copy should be kept on the employee's personnel file. All records are kept confidentially.

## Part 2

### Leave of Absence Policy

#### 1. INTRODUCTION

This is a leave of absence policy created to assist the Headteacher and Governing Body in making decisions about requests for leave in accordance with legal, contractual and moral obligations. This policy covers annual leave, family leave and miscellaneous leave.

In all cases where the request does not exceed 5 working days, the Governors will delegate authority to act upon this Policy to the Headteacher.

It is expected that the Headteacher will make his decisions in light of the needs of the individual, the needs of the School and the individual's service to the School.

The policy applies to:

- all employees of the school, including the Headteacher;

The procedure does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meals staff employed by external contractors
- employees of external contractors and providers of services. (Such staff are covered by the relevant procedures of their employing body)

#### 2. PURPOSE SCOPE & PRINCIPLES

- Annual leave and occupational sick leave will be in accordance with the relevant conditions of service for teachers and support staff.
- Other leave of absence will normally be on an unpaid basis, unless otherwise specified.
- The operational needs of the school will be paramount and, except in emergency circumstances, adequate notice of a request for leave of absence must be given.
- all members of staff understand that repeated or long term absence of staff may have a demotivating effect on colleagues; and is likely to have an adverse effect on students' education.
- The responsibility for exercising discretion on behalf of the Governing Body is the Headteacher's, in accordance with the professional duties defined in the School Teachers Pay and Conditions Document.
- Any dispute or grievance about a request for leave of absence or payment during leave of absence will be dealt with through the Schools Grievance Procedure.

- A principal purpose in setting out this Policy is to ensure that requests are dealt with fairly and consistently.

### **3. LEAVE**

#### **3.1 Teaching Staff**

- a. As part of their conditions of employment, teaching staff take leave during school holiday periods. Only in exceptional circumstances should any request for absence during term time be made. Any additional leave outside of school holiday periods will be dealt with as exceptional discretionary leave of absence, either with or without pay.
- b. Details as to how professional development absence can be applied for is in Appendix 5.
- c. Exceptional discretionary leave must be requested in writing and passed to the Headteacher as far in advance as possible. Leave is granted at the discretion of the Headteacher. The request, if supported may be granted with or without pay. Such decisions will take into account relevant local and national agreements.
- d. The Headteacher has the right to refuse approval for exceptional discretionary leave or to withhold salary for absences, which are in their opinion not clearly for the benefit of the school or the member of staff in their professional capacity. It is therefore essential that a full explanation for a proposed absence be supplied to the Headteacher.

#### **3.2 Support Staff**

- 3.2.1** As part of their conditions of employment support staff who work less than full time (37 hours/52 weeks), take leave during school holiday periods. These support staff are paid a salary proportionate to the amount of hours worked in 12 equal instalments per annum, which includes a calculation in respect of holiday entitlement.
  - a. Exceptional discretionary leave must be requested in writing and passed to the Business Manager as far in advance as possible. The Business Manager will review the leave request with the Headteacher. Leave is granted at the discretion of the Headteacher. The request, if supported may be granted with or without pay. Such decisions will take into account relevant local and national agreements.
  - b. The Headteacher has the right to refuse approval for exceptional discretionary leave or to withhold salary for absences, which are in their opinion not clearly for the benefit of the school or the member of staff in their professional capacity. It is therefore essential that a full explanation for a proposed absence be supplied to the Headteacher.

### 3.2.2 'All year round' support staff – (who work 52 weeks per year)

- a. The revised leave arrangements are as follows:

Leave Entitlement (in addition to public holidays)

Staff with less than 5 years continuous service	Staff with more than 5 years continuous service
22 days basic entitlement 3 extra statutory days (to be taken at Christmas closure)	27 days basic entitlement 3 extra statutory days (to be taken at Christmas closure)

- b. Leave must be with prior agreement from the Line Manager/Business Manager/Headteacher. It is expected that leave will be taken during School holidays.

- c. Carry over of annual leave

The school expects employees to take their full entitlement of leave in each leave year, which runs from April to March. Where this is not possible, with the knowledge and by arrangement with the Headteacher employees may carry forward 5 days to the next annual leave year, provided this is taken prior to 31 May. In exceptional circumstances the Headteacher may agree for more days to be carried over, providing that sufficient notice is given.

- d. Any request for leave during term time should in the first instance be discussed with your Line Manager and the Business Manager and must be approved by the Headteacher, in writing.

- e. Exceptional discretionary leave – see 3.2.1 a. and b.

## 4 TEACHERS' WORKING TIME

A Teacher employed full-time must be available for work for 195 days in any school year. 190 of those days must be days of which he/she may be required to teach pupils and perform other duties and 5 days must be days on which he/she may only be required to perform other duties. The same applies for a Teacher employed part-time, except the number of hours he/she must be available for work must be a proportion of full-time hours. The directed time budget will be less than the maximum 1265 hours.

In addition to the hours a teacher is required to be available for work, he/she must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties.

These provisions do not apply to deputy headteachers, assistant headteachers, or teachers in receipt of an acting allowance for carrying out the duties of a headteacher, deputy headteacher or assistant headteacher.

## **5 SPECIAL OCCASIONAL LEAVE OF ABSENCE**

### **Support Staff**

#### **a. Special Occasional Leave of Absence**

Special Occasional Leave of Absence request forms are to be completed in advance of the proposed leave and passed via their Line Manager to the Business Manager for consideration. If granted, approval will be given in writing.

#### **b. Emergency Leave of Absence**

On the first day of absence, the employee, or someone on his/her behalf must, unless in exceptional circumstances, notify the school of his/her absence before his/her usual starting time. The reason for absence and some indication of a return to work date should be given. Contact should be made by telephone on 01752 495003 (Business Manager) before 08.00 on the first day of absence.

The employee will complete the Special Occasional Leave of Absence request form on their return to work.

The School's policy as agreed by the Governing Body is:

### **5.1 Compassionate, Emergency or Childcare Leave**

Staff will normally be granted up to 2 days paid leave in compassionate, emergency or exceptional circumstances, such as the death or serious illness of a close relative or equivalent. The leave is to deal with the immediate issues and to sort out long term arrangements if necessary. In some cases a longer period of absence may be approved on an unpaid or paid basis at the discretion of the Headteacher.

### **5.2 Extended leave of absence**

Requests for longer periods of leave will be considered on an unpaid basis, for example, in the case of a lengthy period of caring for a chronically sick, disabled, or terminally ill, dependent relative. Extended leave can be for up to a year's duration. Sufficient notice that allows the appointment of a replacement should be given wherever possible.

### **5.3 Other personal reasons**

There may be other personal reasons for requesting leave of absence. An example might be a "once in a lifetime" visit to relatives overseas or a special wedding etc.... Such leave, where granted, will be unpaid and subject to adequate notice so that replacement staff can be employed if necessary.

### **5.4 Graduation Ceremony**

One day's paid leave to attend own or child's graduation ceremony. One ceremony per employee/child.

## **5.5 Moving house**

Up to one day's unpaid leave will be granted in any one academic year.

## **5.6 Service with Auxiliary Forces**

Volunteer members of UK Armed Forces are allowed two weeks paid leave to attend an annual summer camp. Teaching staff are only granted paid leave if the force's unit cannot arrange exercises during holiday periods.

## **5.7 Mobilisation**

When reservists are needed to fulfil their part of the UK's defence strategy, they are 'mobilised' or 'called out' into full time service with the regular forces or military operations. While the reservist is mobilised the school does not have to continue to pay them, the Ministry of Defence (MOD) will pay their salary. For further information on mobilisation, please refer to the SaBRE (Supporting Britain's Reservists and Employers) website: [www.sabre.mod.uk](http://www.sabre.mod.uk)

## **5.8 Religious Festivals**

Where staff can show that they are bona fide adherents of any organised religion and that they require leave for the purpose of an official holy day, the Governing Body will allow up to 2 days unpaid leave. Staff taking such leave are asked to make up this time at a later date.

## **5.9 Sporting Events**

Up to 18 days paid leave per year may be granted for staff who represent their country in recognised sporting events.

## **5.10 Attendance at Court Proceedings**

### **5.11.1 Jury Service**

#### **All Staff**

Staff must give a copy of their letter confirming jury service to the Business Manager and inform their Line Manager/Cover Manager (for teaching staff) as soon as they are summoned for Jury Service.

A loss of earnings certificate will need to be completed by the employee and submitted to the Business Manager and payroll as soon as possible. Any difference between the amount that can be claimed from the court and current earnings will be topped up by the school so that staff receive their contracted daily rate of pay. This will be supported for 10 working days only and will be calculated in arrears as soon as the jury service is completed and the number of days confirmed.

## Teaching Staff

If a member of staff reports for Jury Service but is not called upon to sit on the Jury he/she should return to work on that day wherever practical.

### 5.11.2 Loss of Earnings

Length of jury service	Time spent each day	Maximum daily amount you can claim
First 10 days	4 hours or under	£32.47
First 10 days	Over 4 hours	£64.95
Day 11 to day 200	4 hours or under	££64.95
Day 11 to day 200	Over 4 hours	£129.91
After day 201	4 hours or under	£114.03
After day 201	Over 4 hours	£228.06

See website [www.Gov.uk/jury-service/what-you-can-claim](http://www.Gov.uk/jury-service/what-you-can-claim)

### 5.11.3 Witness summonses and subpoenas

Staff subject to a witness summons or subpoena should be allowed paid time off work to attend court.

## 5.12 Public Duties

School employees may be granted up to 18 days per annum paid leave to carry out the duties of the office of Leader, Mayor, JP or Chairman of Local Authorities. For employees who are School or College Governor's, up to 3 days per annum will be paid, In addition to this, unpaid leave can be granted for employees carrying out public duties.

### 5.13 Study/Examination Leave

For employees who are sitting examinations relevant to their current post or career, providing the employer is paying the fees, half a day study per examination plus half a day per examination will be paid.

### 5.14 GCSE Duties & Activities

For Teachers who are engaged in activities for examining groups, please refer to appendix II of the Burgundy Book, Memorandum of Agreement for the Release of Teachers.

### 5.15 Time off for Trade Union duties

The school recognises the legal requirement for employers to allow reasonable time off work for the school's elected representatives of recognised trade unions to carry out their duties. Duties that warrant time off with pay include:



- consultation on terms and conditions of employment or the physical conditions of work;
- consultation on recruitment and selection policies, redundancy and dismissal arrangements;
- meetings with school management or LEA officers on matters of joint concern;
- representing a union member at grievance, capability or disciplinary interview;
- attendance at relevant training courses organised by the trade union.

### **5.16 Bad weather conditions**

There may be circumstances when the employee is unable to attend work due to bad weather, but the school remains open as usual. All reasonable effort should be made to attend work. Alternative arrangements may be agreed with the Headteacher, e.g. working from home or at a different location. Where this is not possible, non-attendance will normally be treated as unpaid leave, but exceptional circumstances may warrant paid leave.

### **5.17 Time off for medical appointments**

Where possible, school employees are expected to make appointments out of school time, where this is not possible, reasonable paid time off will be allowed for appointments such as specialist or consultant meetings.

#### **Support Staff**

A Special Occasional Leave of Absence request form must be completed for advance appointments and passed via their Line Manager to The Business Manager for approval. Where an emergency doctor's appointment is necessary, the employee must complete a self-certification of sickness form on return to work, this may be unpaid.

### **5.18 Sabbatical Guidelines**

As part of our commitment to individual continuous professional development and in response to the need for retention of teachers, Plymstock School supports the principle of members of staff taking sabbatical leave to take advantage of a professional development opportunity.

The agreed length of time will be one academic year, effective from September and on condition that the students' education does not suffer and that a suitable replacement teacher can be recruited to cover the sabbatical.

Members of staff interested in taking sabbatical leave should submit a letter of application to the Headteacher before the end of term 4. The letter must give sufficient time for the governing body to consider the request and if successful, for a replacement to be recruited. The Headteacher will bring the request to the

governing body with a recommendation. The recommendation will be based on factors which affect the overall good of the school, including length of service and the number of sabbaticals already agreed for the year. The applicant will receive a written response from the Headteacher following the meeting.

## **6 PATERNITY LEAVE/SHARED PARENTAL LEAVE**

The Employment Act 2002 introduced new regulations in respect of paternity leave. There are two elements:

First Week – entitled to full pay

Second Week – without pay, the employee can currently claim Statutory Paternity Pay.

Full details available in the paternity policy.

See Shared Parental Leave policy for full details.

## **7 INTERVIEWS**

The Governing Body recognises the increasing tendency for prospective employers to require interviewees to attend for more than one day, especially for school management posts. There is also a growing tendency to expect prospective candidates to undertake a preliminary visit before the formal interviews.

In order to maintain a fair balance between the operational needs of the school and to minimise the burden on other staff, and to be fair to employees who will be seeking to further their career, the Governing Body will grant leave of absence for interviews as follows:

- a) The Headteacher is empowered to approve up to a maximum of 5 days paid leave of absence for interviews, to cover both formal and informal stages of the process, during any one academic year.
- b) Further leave of absence for this purpose will normally be agreed and will be on an unpaid basis.
- c) For support staff any days beyond the initial 5 days could be made up during holiday periods, instead of being on an unpaid basis, provided that their work can be carried out during holiday time.

## **8 UNAUTHORISED ABSENCE**

**If an employee takes leave of absence without the prior consent of the Headteacher this may warrant an investigation under the School's Disciplinary procedure.**

## APPENDIX 4

### SPECIAL OCCASIONAL LEAVE OF ABSENCE

Type of Leave	Legal Requirement	No Legal Requirement	Paid	Unpaid	Paragraph
Annual Leave entitlement for support staff	✓		✓		3 b)
Carry-over of annual leave		✓	✓ Up to 5 days in any one academic year		3.2
Compassionate, Emergency or Child Care Leave	✓		✓ 2 days, in any one academic year		5.1
Extended Leave of Absence		✓		✓	5.2
Other personal reasons		✓		✓	5.3
Graduation		✓	✓		5.4
Moving House		✓		✓	5.5
Service with Auxiliary Forces	✓		✓ Max 2 weeks in any one academic year		5.6
Mobilisation	✓		✓		5.7
Religious festivals		✓		✓	5.8
Sporting Events		✓	✓ Up to 18 days in any one academic year		5.10
Attendance at Court Proceedings		✓		✓	5.11
Public Duties	✓			✓	5.12
Study/ Examination Leave		✓	✓ Up to 1 day for each examination		5.13
GCSE Duties & Activities		✓		✓	5.14
Trade Union Duties	✓		✓		5.15
Bad Weather Conditions		✓	✓ With HT permission	✓	5.16
Time off for emergency appointments (Doctor, Dentist etc.)		✓		✓	5.17
Sabbatical Guidelines		✓		✓	5.18
Paternity leave/Shared Parental Leave	✓		See Policies	✓	6
Interviews		✓	✓ Up to 5 days in any one academic year	✓	7

## APPENDIX 5

### Teacher Absence

This paper gives guidance for:

- A. Emergency Absence**
- B. Planned Absence**
- C. Setting Work**
- D. Covering Lessons**

#### A. Emergency Absence

- For all emergency or unplanned absence Rachel Haines must be 'phoned on 01752 482493 by 7.30am on the day of absence, the message must include the reason for absence and the expected day of return. E.g. if you are taken ill at home.
- Work for your classes must be 'phoned or emailed to your Head of Department, as agreed within your department.
- If e-mailed, Head of Departments should save this to the COVER WORK folder in the Y Drive ASAP.
- Heads of Departments must ensure that all members of their team are fully aware of the system in place for setting and submitting work.
- If an emergency / unplanned absence for the doctor or dentist appointment etc. is required while you are at school, please ensure that Rachel, your Head of Department and reception are informed as soon as possible. Work must be set prior to leaving if possible. Please ensure you sign out before leaving the site.
- Paid compassionate and family absence has reduced in 2016/17, so please check the new absence policy clause 5.1 for details.

#### B. Planned Absence

- Applications for planned absence for courses, training, collaborative work etc. will be considered carefully. If we cannot agree to your request we will let you know as soon as possible.
- There will be a reduction to the agreed planned absences in 2016/17. This is due to funding so trips and department absences will be restricted.
- The full cost of trips, either curriculum entitlement or enrichment should be covered by student contributions wherever possible, to include the cost of cover at £33 per hour.
- Trips could be restricted to one per department per year
- Medical appointments should be made outside of school times wherever possible, only reasonable paid time off will be allowed for appointments such as specialist or consultant meetings. (See 5.17 of the new Absence Policy)
- Other changes have also been made to the absence policy. i.e. house moves so please check the new absence policy for full details.

The following procedure must be followed:

- Absence request forms (which can be obtained from Rachel Haines) are required for all absences, including:
  - on site activity requiring cover e.g. all meetings including multi-agency meetings
  - offsite activity even if this does not require cover e.g. strategy meeting from 2pm and you are free period 5 or a trip with a class you would normally be teaching
- The absence request form **MUST** be completed in full, agreed by your direct line and/or matrix manager, signed by the 'Budget Holder' if required, signed by you and passed to Andrea Perry for consideration. The 'Whole School' position will be considered before a decision is made as to whether an absence will be agreed or refused. You will be informed of the decision.
- Please do not book courses and travel or make any commitments until you have received a decision on your absence request. Which will be sent to you as soon as possible
- The School Calendar must be checked to establish if you miss a parents' evening on the day of absence, it is highly unlikely that your absence will be agreed to on these dates.
- Requests for absence will not be considered unless submitted in writing.

- All requests for absence should be submitted within a minimum of 3 days of the proposed absence date.
- Confirmation for all requests for absence will be sent to each individual as soon as possible detailing the agreement or decline of the request.
- Once a request has been agreed work must be set using the procedure outlined in Section C below.

### C. Setting Work

- Please ensure the Absence Cover Work Sheets are completed, copies can be found on the Y drive / School Procedures / Staff Absence Procedure or Y drive / COVER WORK
- 3 copies of the cover work sheet is required and distributed as follows:
  - i) Electronic copy to be filed in the appropriate folder in the Y Drive / COVER WORK. Copies need to be filed in the correct week and day and **MUST** have the file name of 1. Lesson and 2. Teacher's initials i.e. "P2 KPD", files can also be created in order to file other documents linked to the cover and ppts etc. copies must be left at least 2 working days before the absence, together with all associated paperwork. This will allow the cover supervisor or cover staff to have prior notice of the planned set work;
  - ii) Copy to the Head of Department or the member of staff stated as who to see if there is a problem;
  - iii) Copy left in the classroom;
  - iv) Please note that seating plans **MUST** be placed with all copies.
- In exceptional cases when cover work is only available on the day, cover work should be placed in the teaching room of the class to be covered instead of point i) above, points ii) and iv) still apply. Electronic copies should be left in the COVER WORK folder wherever possible even if it is just a copy of an e-mail confirming what the work is.
- If Homework is due, in Show My Homework go to the print function to create the PDF of the work and file in the cover work folder.
- 6<sup>th</sup> form cover will only be provided when cover or supply staff are free with Year 12 prioritised over Year 13. Specific 6<sup>th</sup> form cover can be requested from and agreed by Andrea Perry.
- 6<sup>th</sup> form students should be told in advance of any planned absence work they should be completing but should attend all lessons to be registered. Please make sure that a copy of the work that they are expected to do is left in the COVER WORK Folder, with the HoD and Wil Sprenkel.
- **If inadequate cover work or class information is left, future absence requests may be refused.**
- The standard of cover work left and the availability of seating plans will be monitored and if inappropriate / insufficient or not made available Rachel will e-mail the Head of Department/Head of Faculty, Matrix Manager and Andrea Perry.
- Ensure that the person named as 'Who to see if there is a problem / The referral teacher' has a copy of the work set. The Head of Department is to monitor the completed paperwork.
- Work set must be appropriate and sufficient with extension material made available. Please remember that your cover work will be delivered by cover Supervisors or supply teachers. Please bear in mind that the cover Supervisors or supply teachers may be non-specialists and should not be provided with a lesson plan such as you would write for yourself.
- Please ensure that SEN and any particular 'need to know' student details are left **ONLY** on the electronic copy of your cover work to help cover staff deal with any potential circumstances linked to individual students and not left in classrooms.
- Seating plans **must** be left with the cover work and be up-to-date.
- Assessment material should be made available if appropriate.
- Heads of Departments are responsible for the quality of cover work set and the correct use of systems.
- Please check that the students have completed the work as required and take any appropriate follow-up action (praise/sanction etc.).
- For all emergency cover lessons The Head of Department should try to provide an outline of the work to be completed and seating plans, which should be placed in the COVER WORK folder in the Y Drive. If this is not possible please email Rachel with the details.

#### **D. Registration & Covering Lessons**

- As of September 2009 rare cover means that teachers should be doing cover rarely, so will only be called upon in an emergency.
- The Cover Supervisors will take most planned and emergency absence lessons.
- HoY, Ast HoY, SLT and any teacher without an allocated registration on that day may be directed to take a registration so should report to the staff room each day at 8.45am.
- Please ensure that you are prompt to take a registration.
- Supply teachers or Cover Supervisors with PGCE qualifications may cover long-term absences.
- Please ensure that you are prompt to cover classes and that the students complete the work set.
- If for any reason you are unhappy with the work set, please contact the class teacher, Head of Department, Head of Faculty or Matrix Manager.
- Should you feel that the behaviour of any student is not as we would expect, in the first instance take appropriate action yourself, refer to the teacher named as 'Who to see if there is a problem/The referral teacher' and then later, if necessary, refer the incident to the class teacher. Please follow the B System and the policies for Pupil discipline & Anti-bullying for any major problems.

Rachel Haimes  
Andrea Perry



**PLYMSTOCK SCHOOL**



**SUPPORT STAFF - REQUEST FOR SPECIAL OCCASIONAL LEAVE OF ABSENCE**

**Part (1): To be completed by the employee**

This form must be completed for all advance requests and emergency Special Occasional leave of Absence.

- Advance requests: Completed form giving advance notice of proposed leave to go via Line Manager to Business Manager for consideration. If granted, approval will be given in writing.
- Emergency leave: , ie Doctor/Hospital – form to be completed on return to work of the employee.

Personal Details											
<b>Employee Name</b>		<b>Personnel Number</b>									
<b>School Name</b>	PLYMSTOCK SCHOOL	<b>Job Title</b>									

Details of Special Occasional Leave of Absence															
<b>Date of Leave (first day)</b>															
<b>Date of Leave (last day)</b>															
<b>Reason for leave request</b>															
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>MEDICAL APPOINTMENTS</b></td> <td style="width: 70%; text-align: center;"><b>Advance notice / Emergency</b></td> </tr> <tr> <td><b>Reason:</b></td> <td></td> </tr> </table>												<b>MEDICAL APPOINTMENTS</b>	<b>Advance notice / Emergency</b>	<b>Reason:</b>	
<b>MEDICAL APPOINTMENTS</b>	<b>Advance notice / Emergency</b>														
<b>Reason:</b>															

<b>Signature of employee</b>		<b>Date</b>									
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**Please note: Knowingly making a false statement or unauthorised absence may result in disciplinary action being taken**

Part (2): To be completed by the Manager:

**I certify that I have discussed this request with the employee**

Cover required? YES / NO	All Day? Yes / No
Period 1	Period 4
Period 2	Period 5
Period 3	

<b>Signature of Manager</b>		<b>Date</b>									
-----------------------------	--	-------------	--	--	--	--	--	--	--	--	--

Approval or Refusal			
<b>Referred to Headteacher</b>	<b>Yes / No</b>	<b>Approved / Refused</b>	<b>Letter to employee</b>
<b>Signature of Headteacher</b>		<b>Date:</b>	
<b>Signature of Business Manager</b>		<b>Date:</b>	

The purpose of the record will be to monitor general absence levels and reasons for the absence across the school and to enable the Headteacher to monitor individual absence levels. All records are kept confidentially.

A copy of this form should be given to the employee and a copy should be kept on the employee's personnel file. All records are kept confidentially.