



STAFF ATTENDANCE MANAGEMENT POLICY

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Reviewed by the SLT MAT Board

“The Trustees of the Southport Learning Trust are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment”

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1. Introduction

This policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.

Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).

We wish to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.

This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation. We may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

As part of the application of this policy, the Trust will collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in relation to how we collect, hold and share special category personal data. Records will be kept in accordance with our Workforce Privacy Notice, our Data Retention and Management Policy] and in line with the requirements of Data Protection Legislation.

2. Scope and purpose

This policy has been agreed in consultation with the recognised trade unions and covers all employees at all levels and grades regardless of status except those employees who are in their probationary period.

The purpose of the policy is to ensure that staff understand the expectations of the Trust in terms of attendance at work. In applying this policy, we aim to ensure that attendance is managed appropriately and consistently and that employees receive relevant support.

3. Definitions

Short-term sickness absence - any absence that lasts between half and 20 days (four working weeks).

Long term sickness absence - any absence that lasts for a continuous period of longer than four working weeks.

4. Disabilities

We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.

If you consider that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform your line manager or the school's HR Officer.

5. Sickness absence reporting procedure

All employees are required to follow the reporting procedure set out below.

If you are taken ill or injured while at work, you should report this to your line manager or School's HR Officer. Managers should contact a designated first aider to make arrangements for anyone who is unwell to be accompanied home if necessary and/or to receive medical treatment where necessary.

If you cannot attend work because you are ill or injured, you should telephone the Cover Line Manager as early as possible and no later than 8.00 am. Failure to give an early indication of absence could result in a member of teaching staff being asked to cover as per the Rarely Cover Policy. The following details should be provided:

- The nature of your illness or injury.
- The expected length of your absence from work.
- Contact details
- Any outstanding or urgent work that requires attention, including information in relation to student work that needs covering.

Staff must also email or telephone their Line Manager to report sickness by 8.30am or preferably as early as possible.

Managers should ensure that:

- Any sickness absence that is notified to them is recorded.
- Arrangements are made, where necessary, to cover work and to inform colleagues (while maintaining confidentiality).

You should expect to be contacted during your absence by your Line Manager/Head Teacher/ HR Officer who will want to enquire after your health and be advised, if possible, as to your expected return date.

6. Evidence of incapacity

For sickness absence of up to seven calendar days you must complete a self-certification form which is available from the school's HR officer.

For absence of more than a week you must obtain a certificate from an eligible healthcare professional (a 'Statement of Fitness for Work') stating that you are not fit for work and the reason(s) why. This should be forwarded to the school's HR Officer as soon as possible. If your absence continues, further medical certificates must be provided to cover the whole period of absence.

If your healthcare professional provides a certificate stating that you 'may be fit for work' you should inform your line manager or school's HR Officer immediately. We will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your healthcare professional's advice. This may take place at a return to work interview (see paragraph 0). If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.

Where we are concerned about the reason for absence, or frequent short-term absence, we may require a medical certificate for each absence regardless of duration. In such circumstances, we will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

Where an employee is absent immediately prior to a School closure period, they will continue to be deemed as being absent for the purposes of recording sickness and statutory and/or contractual sick pay during the School closure period, unless they provide a fit note indicating they are fit to return to work. The cost of a fit note will be covered by the Trust if applicable.

If you are undergoing an elective or cosmetic surgery or procedure for which you will be absent from work, then any entitlement to sick pay (as set out in paragraph 8) will be subject to receipt of satisfactory medical evidence. This medical evidence will need to be in the form of a report from your doctor or a specialist confirming that you are undergoing the procedure on medical advice. You may be required to take annual leave for any absence related to a purely elective procedure.

Where absence appears to be as a result of an infectious disease the Trust reserves the right to obtain medical evidence to ascertain whether the infection was directly attributable to the workplace.

7. Unauthorised absence

Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.

Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

If you do not report for work and have not telephoned your line manager OR school's HR Officer to explain the reason for your absence, your line manager or school's HR Officer will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

8. Sick pay

You should refer to your contract for details of the sick pay to which you are entitled.

If a period of sickness absence is, or appears to be, occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, you must immediately notify your line manager or school's HR Officer of that fact and of any claim, compromise, settlement or judgement made or awarded in connection with it and all relevant particulars that we may reasonably require. If we require you to do so, you must cooperate in any related legal proceedings and refund to us that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as we may reasonably determine, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to us shall not exceed the total amount we paid to you in respect of the period of sickness absence.

Failure to properly report your absence or to provide medical or self-certification could lead to your pay being suspended.

9. Keeping in contact during sickness absence

If you are absent on sick leave you should expect to be contacted from time to time by your line manager or a member of the Senior Leadership Team in order to discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum

If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your line manager or a member of the Senior Leadership Team at any time.

We offer access to confidential support including physiotherapy, counselling, GP Phone or Video Consultations, and much more. The details to access each service are as follows:

- 24-hour GP helpline 0845 4031037
- Counselling 01773 814402
- Cancer & Nurse Support Service 01773 814404
- Physiotherapy 01773 814403

10. Medical examinations

We may, at any time in operating this policy, ask you to attend a medical examination by our Occupational Health Department or a doctor nominated by us (at our expense).

You will be asked to agree that any report produced in connection with any such examination may be disclosed to us and that we may discuss the contents of the report with our advisers and the relevant doctor.

Failure to agree to a reasonable request may result in decisions being made in the absence of any medical information. In some circumstances disciplinary action may be taken where you do not cooperate with the sickness absence process.

In the event of a difference of opinion between an employee's GP or other healthcare professional and the Trust's occupational health advisors, regarding an employee's fitness for work, functional capacity or the existence of an underlying medical condition contributing towards persistent absences, the OH advisor's advice will normally take precedence. In some cases, an independent medical advisor may be asked to give a second opinion.

This process is in line with our Workforce Privacy Notice which sets out how we will gather, process and hold special category personal data of individuals during employment.

11. Return-to-work interviews

If you have been absent on sick leave, we will arrange for you to have a return-to-work interview with your line manager or school's HR Officer.

A return-to-work interview enables us to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.

Where your doctor has provided a certificate stating that you 'may be fit for work' we will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate your return to work, taking account of your healthcare professional's advice.

12. Returning to work from long-term sickness absence

We are committed to helping employees return to work from long-term sickness absence. As part of our sickness absence meetings procedure (see section 13), we will, where appropriate and possible, support returns to work by:

Obtaining medical advice;

Making reasonable adjustments to the workplace, working practices and working hours, including a time-limited phased return to work.

A phased return to work will often be a recommendation of an occupational health advisor or the employees GP.

Employees will receive their full pay on the phased return. Phased returns to work should be for a maximum of 4 weeks. In the event an employee requests that the phased return is extended beyond 4 weeks, a dialogue should be held with the employee in regard to a temporary contractual change being made to their working hours to accommodate the request and their pay adjusted accordingly.

Considering redeployment; and/or

Agreeing a return to work programme with everyone affected.

If you are unable to return to work in the longer term, we will consider whether you are entitled to any benefits under your contract and/or any insurance schemes we operate.

13. Sick leave and Annual Leave

If you become sick or injured while on annual leave such that you would be unfit for work, you may ask us to treat the period of incapacity as sick leave and reclaim the annual leave.

To be able to claim company sick pay you must notify your line manager school's HR Officer of your incapacity immediately, and the usual requirements for medical evidence in this policy will also apply, even if you are abroad.

If you are on sick leave you may choose to cancel any pre-arranged annual leave that would otherwise coincide with your sick leave. You should notify your line manager school's HR Officer as soon as possible that you wish to do this.

If your period of sick leave extends into the next holiday year, or if there is not enough time left in the current holiday year to make it practicable to take your remaining holiday entitlement, you can carry any unused holiday entitlement over to the following leave year up to a maximum of 20 days to be used within three months of your return to work.

14. Sickness absence meetings procedure

We may apply this procedure whenever we consider it necessary, including, for example, if you:

Have been absent due to illness on several occasions in line with the following triggers for action;

- Three or more occasions, of any length in any rolling 6-month period
- Where a total of 10 days sickness has been taken in any rolling 12 months
- Have discussed matters at a return to work interview which requires investigation
- Absence in excess of 4 weeks
- Or any other pattern that causes concern

The policy may still be applied where the employee persistently falls just below the trigger points and where the absence is perceived to be a problem.

These triggers will be pro rata for part time employees and consideration should be given to adjusting triggers for employees with a disability. Pregnancy related absences should be discounted when calculating triggers;

Unless it is impractical to do so, we will give you five days written notice of the date, time and place of a sickness absence meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.

The meeting will be conducted by your Deputy Headteacher or designated member of the Senior Leadership Team and may also be attended by the school's HR officer. You may bring a companion with you to the meeting (see paragraph 14).

You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you should immediately inform your HR Officer who will seek to agree an alternative time.

A meeting may be adjourned if the school is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to you in writing within five days of a sickness absence meeting, unless this time scale is not practical, in which case it will be provided as soon as is practicable.

Formal warnings issued for sickness will remain live for a period of 12 months from the date of issue, during which time further absences beyond the review period would be dealt with either at the next stage of the procedure or by an extension of the current live warning. If further absences occur shortly after the end of the 12-month period (or any extended warning), we reserve the right to deal with the matter at the same stage of the procedure and not return to earlier stage.

If, at any time, your Deputy Headteacher or designated member of the Senior Leadership Team considers that you have taken or are taking sickness absence when you are not unwell, they may refer matters to be dealt with under our Disciplinary Procedure.

15. Right to be accompanied at meetings

You may bring a companion to any meeting or appeal meeting under this procedure.

Your companion may be either a trade union representative or a work colleague. You should provide their details to your HR Officer, in good time before it takes place.

Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.

Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting.

A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.

16. Stage 1: first sickness absence meeting

This will follow the procedure set out in paragraphs 13 and 14 on the arrangements for and right to be accompanied at sickness absence meetings.

The purposes of a first sickness absence meeting may include:

Discussing the reasons for absence.

Where you are on long-term sickness absence, determining how long the absence is likely to last.

Where you have been absent on a number of occasions, determining the likelihood of further absences.

Considering whether medical advice is required or, if already obtained, what that advice is.

Considering what, if any, measures might improve your health and/or attendance.

Determining a way forward, action that will be taken and a timescale for review, and/or a further meeting under the sickness absence procedure.

Issuing a written warning that your employment may be at risk if your attendance does not improve or you do not return to work.

17. Stage 2: further sickness absence meeting(s)

Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out in paragraphs 13 and 14 on the arrangements for and right to be accompanied at sickness absence meetings.

The purposes of further meeting(s) may include:

Discussing the reasons for and impact of your ongoing absence(s).

Where you are on long-term sickness absence, discussing how long your absence is likely to last.

Where you have been absent on a number of occasions, discussing the likelihood of further absences.

If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.

Considering your ability to return to/remain in your job in view both of your capabilities and the needs of the School and any adjustments that can reasonably be made to your job to enable you to do so.

Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.

Where you are able to return from long-term sick leave, whether to your job or a redeployed job, agreeing a phased return to work programme.

If it is considered that you are unlikely to be able to return to work from long-term absence, whether there are any benefits for which you should be considered.

Determining a way forward, action that will be taken and a timescale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning you that you are at risk of dismissal.

Issuing a final written warning that your employment may be at risk if your attendance does not improve or you do not return to work.

18. Stage 3: final sickness absence meeting

Where you have been warned that you are at risk of dismissal and the improvement has not been made, we may invite you to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out in paragraphs 13 and 14 on the arrangements for and right to be accompanied at sickness absence meetings.

The purposes of the meeting will be:

To review the meetings that have taken place, the matters discussed, and warnings issued.

Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment.

To consider any further matters that you wish to raise.

To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time.

To consider if ill health retirement is a possibility where medical advice is clear it is unlikely that an employee will be fit to return to their role in the near future.

To consider the possible termination of your employment.

Termination will normally be with full notice or payment in lieu of notice.

19. Appeals

You may appeal against the outcome of any stage of this procedure and you may bring a companion to an appeal meeting (see paragraph 15).

An appeal should be made in writing, stating the full grounds of appeal, within ten days of the date on which the decision was sent to you.

Unless it is not practicable, you will be given five days written notice of an appeal meeting. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

You will be provided with written details of any new information which comes to light before an appeal meeting. You will also be given a reasonable opportunity to consider this information before the meeting.

Where practicable, an appeal meeting will be conducted by someone senior to the individual who conducted the sickness absence meeting.

Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.

Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within five days of the appeal meeting. There will be no further right of appeal.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

20. Review of policy

This policy is reviewed bi-annually by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

21. Line Managers' Discretion

Line Managers will exercise common-sense when following these procedures, particularly in cases of recurring or chronic illness, hospitalisation and for staff with disabilities. In such cases they will seek professional support and advice from the School's HR service provider and/or the Occupational Health Service, etc., particularly when establishing the existence of a disability. The Line Manager will recognise the statutory requirement placed on them not to discriminate against a person who has a disability.

22. Defining Disability

Under the Equality Act 2010 disability is defined as "physical or mental impairment which has a substantial and long-term adverse impact on his/her ability to carry out normal day to day activities".

In many cases this will be clear i.e.

- there is an impairment, which is not specifically excluded under the Act;
- the impairment has a substantial adverse effect, i.e. more than trivial and represents a limitation which extends beyond the normal differences in abilities which exist among people;
- it is long term. The long-term effect is of an impairment which has lasted:
- 12 months or where the total period for which it is likely to be at least 12 months; or is likely to last for the rest of the life of the person affected.

23. Confidentiality

Many of the issues surrounding sickness absence are of an extremely personal and private nature to the employee concerned.

Line Managers will be sensitive to any employee's difficulties and appreciate the strict confidence of any information provided. Information should only be shared with other staff on a genuine "need to know basis". Inappropriate breaches of confidence may be considered as a disciplinary offence.

Once the Line Manager is aware of an employee's disability there will be a means which is suitably confidential for bringing the information together, e.g. Occupational Health Service, so the Line Manager can fulfil their duties under the Equality Act. On occasions it might be necessary for the Line Manager to implement reasonable adjustments for a disabled employee without knowing precisely why they have to do so. It may be necessary to tell one or more of a disabled person's colleagues (in confidence) about a disability which is not obvious or where special assistance is required. This will depend on the nature of the disability and the reason others need to know. The Line Manager will in all cases consult with the disabled employee before revealing personal information. Disclosure could be held to be discriminating if the Line Manager

would not reveal similar information about another person for an equally legitimate management purpose.

21. Records and Documentation

Absence returns showing all occasions of sickness must be submitted to the School's Payroll provider. The employee's personnel record will also be updated with each spell of sickness absence and will be kept by the Deputy Headteacher.

The Line Manager will keep a thorough record of the actions they take in respect of employee's sickness absence. This will include a record of sickness absence, sickness/guidance interviews, consideration of job redesign options etc.

22. Home Visits

All home visiting should be approached with sensitivity, and in the light of the employee's circumstances. Where practical, a home visit will be arranged after 4 weeks continuous absence, or before, depending on the nature and circumstances of the illness. The Line Manager will not turn up unannounced at the home of a sick employee, but establish a mutually agreed date and time, confirming arrangements in writing beforehand. The Line Manager will normally be accompanied on these visits.

If a visit to an employee's home is inappropriate, the visit may be arranged at the School or other suitable venue. Discretion will need to be exercised. Transport may be provided for the employee if warranted.

23. Return to Work - Long Term Absence

In cases where the employee has had an extended absence, advice will normally be sought from Occupational Health with regard to whether the condition should be treated as a disability.

Regardless of whether or not the employee has a disability, reintroduction, or induction into the workplace must be addressed. At a simple level this may involve acclimatisation and information updating. However, it may also require temporary or permanent adjustments to working arrangements, such as shorter working days.

In cases where a serious change to the normal working arrangements appears warranted, advice may be sought from the School's HR service provider, and, phasing, time scale and pay arrangements agreed and documented. Professional advice may also need to be obtained from the Occupational Health Service on any health issues.

24. Receipt of Reports from Occupational Health

Reports from the Occupational Health Service will provide valuable information to the Line Manager in determining an appropriate response to the employee's absence(s) from work. Reports, and the resulting response, may fall into these categories:

- If there is an underlying medical reason

Medical opinion to be considered in the light of service needs and the likely duration as well as the requirements of the Equality Act. Possible responses include no further action, job redesign, redeployment, relocation, ill-health retirement, and termination of employment on grounds of incapacity.

- If there is no underlying medical reason

Inform employee of Occupational Health Service view and ask employee for an explanation.

- If there is no satisfactory explanation

Inform the employee that this may give rise to disciplinary action. Consider setting new time scales and targets. Confirm any intended action in writing.

In accordance with the Access to Medical Reports Act 1988 Occupational Health or the School must gain a person's written permission before they approach their doctor for a medical report.

25. Considering Job Re-Design

Job redesign may be considered for all employees returning from long-term absence. This may be particularly appropriate if an employee becomes disabled whilst employed or their disability worsens. The Line Manager will consider making reasonable adjustments to work patterns in terms of both physical requirements and in relation to the job description.

The following list gives examples of what it may be reasonable for the Line Manager to include:

- Allocating some of the employee's duties to another person;
- Transferring them to an existing vacancy;
- Altering their working hours;
- Assigning them to a different place of work.
- Allowing time off for rehabilitation, assessment or treatment;
- Arranging training;
- Providing supervision.

The Line Manager will in all cases seek to modify the job to accommodate the employee's changed needs by considering all of these steps. The alterations should be fully discussed with the disabled employee and the way in which a job is redesigned will be with his/her agreement.

26. Considering Redeployment

Where it becomes apparent that an employee is no longer able to continue working in their current position due to illness or disability, and suitable adjustments cannot reasonably be made, redeployment into another role must be attempted before dismissal is considered. In such cases it is advisable to take medical advice from the Occupational Health Service on the tasks that the employee can undertake so that all options are fully explored.

27. Dental, Doctor, and Hospital Appointments

An official appointment card must accompany requests for time off for dental and hospital appointments. These requests must only be made to the Headteacher. Appointments should always be made in order to ensure minimal disruption to attendance at work. Employees are encouraged to attend appointments before the start or at the end of the working day. Where this is not possible, they should make up the equivalent of the time they have been absent from duty.

Where an employee needs to attend a series of appointments for on-going treatment, the Line Manager should be told about the arrangements as soon as possible. If appropriate, the absence should be recorded as sickness absence and dealt with within these procedures.

A record will be kept at the times a member of staff arrives at School late or leaves early due to medical/dental appointments. Members of staff are required to inform their Line Manager and a record will be kept when a member of staff leaves the School early or when they return late. The Line Manager will monitor this record.