



## Staff Absence

Date	Review Date	Coordinator	Nominated Governor
December 2016	December 2018	Executive Head	Resources Committee

### Objective

To ensure that school can run smoothly in the event of a **planned** or **unplanned** staff absence.

### Planned absence

An event where the member of staff knows about this in advance and has already cleared the reason for the absence and whether it is paid or unpaid, with a member of the leadership team. This will occur in incidents such as attending: courses, meetings, hospital appointments, special events, etc.

### Steps to be taken:

1. Please discuss the request for leave of absence with a member of the leadership team, they will then fill in a request form, which will then be handed to the bursar.
2. That member of the leadership team will arrange cover for their class/group where appropriate.
3. The Bursar/Headteacher will decide whether it is paid or unpaid. At this point you will receive a copy of the form back.

**Paid leave** - All staff are entitled to 1 day for; moving house, a funeral / wedding of an immediate family member (parents, spouse and children), time for a hospital appointment, and any subsequent days taken will be un-paid.

**Unpaid leave** – can be arranged for a variety of reasons (at the discretion of the Head), including; doctors / dentist / child care / parent care / special one off holiday or trip.

4. Planning and work/resources must be left in the classroom and inform a year team member of what and where it is.

### Un-planned absence

An event that occurs the morning of the absence that was not known about the previous day, eg sickness, family emergency, accident.

### Steps to be taken:

1. Please ensure that the school is informed as soon as possible or at least by 7:30am that morning, of your absence from work. A message **must** be left on the school answer

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machine. There is a dedicated number for this purpose – 023 92662129 – press 4. Please could you also text one or more of your colleagues so they are forewarned. Messages will be listened to by Mr Paul Walton/Bursar each morning and acted upon.

- 2. School must be informed before 4:00pm that day of the possibility of a return to work the next day. It will be assumed that if no contact is made that day that you will be returning the following day.
- 3. Cover will be arranged by Associate Heads as appropriate. The first 3 days of absence of a teacher will be covered internally (cover supervisor / splitting classes) If the absence is prolonged beyond the three days leadership will make a decision

A member of staff may self-certificate themselves for an illness for up to 5 working days, after this a sick note must be provided to cover the absence period. It is important that these sick notes are either delivered or posted to the school ASAP so that our records are complete. If the period of absence, due to sickness, extends to beyond two weeks then a fit to work certificate is required in order for you to return to work.

Please help us to avoid any misconstrued situations and keep the school informed of what is happening. The school will avoid contacting the employee so as not to unduly disturb recovery, it is not that we do not care.

**Attendance**

**100% Attendance**

Northern Parade Schools value good attendance by their staff and recognise that a number achieve 100% :

**Incentive:**

Each member of staff who achieves 100% attendance in a full academic year will receive a voucher entitling them to one day paid leave.

**95%+ Attendance**

**Incentive:**

Each member of staff who is achieving 95%+ attendance will be entitled to paid time out for personal commitments, e.g. their child’s nativity show, first morning at school, accompanying family members to appointments, etc. Those with below 95% will still be allowed the time, however it will be un-paid.

This time must be booked in with a member of the leadership team, they will then arrange cover.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	