



NON-ATTENDANCE

REPORTING

If you are unable to attend work due to sickness or another reason, you must personally telephone the absence number before 8am prior to your normal start time.

The number is: **01743 56 33 33** (please select staff absence)

This is a 24 hour answerphone service, so please detail:

- Full name
- Contact number
- Designation (Teacher / TA) – If a teacher, please detail any PPA
- Class you belong to
- The nature of your absence
- Expected date of return
- Any information covering staff need to be aware of (Fire / Gate Marshall)

You must telephone the absence number every day that you remain absent from work for the first 5 days of absence to keep the management team informed of your progress and the likelihood of a return date. After five days, a member of SLT will discuss with you a future plan for regular contact.

Emails or text messages to you teachers or colleagues are not an acceptable method of reporting absence. Asking someone else to make contact on your behalf is also not acceptable apart from exceptional circumstances such as hospitalisation.

ABSENCE RECORDING

Any absence up to seven calendar days will require a self-certification form to be completed on your return to work – this is to be collect from the Human Resource desk.

Any absence which extends beyond seven calendar days must be covered by a signed Statement of Fitness for Work (Fit Note) from your GP. You must send this to the Business Manager as soon as you obtain it from your GP.

RETURNING TO WORK

On your first day returning to work, please call the absence number by 8am to report your return to work by leaving a message stating:

- Full name
- Class you belong to
- That you are fit and returned to work

Your Department Lead will conduct a return to work meeting with you after every period of absence, regardless of its length or the reason for it. This will take place on your first day back to work or as soon as is reasonably practicable thereafter.

Following the return to work meeting, a further meeting may be required if you have reached one of the policies trigger points. You will be notified of the meeting by your Department Lead.

For members of staff returning from Long Term Sickness - a return to work meeting will be held with the Strategic Business Manager to discuss a possible phased return over a 3 week period that could include:

- Amended duties
- Amended hours / days
- Amended environment

OUTCOMES

Where absence levels meet the trigger points set out in the *School Absence Management Policy*, the formal absence management process will start.

POLICY

The School Absence Management Policy is located on Disc 1

Failure to follow any of the above guidelines may result in sick pay being withheld and potential formal action being taken