



# Absence Management Policy

*“We seek to develop the whole child within a Christian Ethos, preparing them for a happy, healthy and fulfilled life ahead.”*

## Absence Management Policy

Date	Review Date	Author	Pupils and Staffing Committee
March 2017	March 2021	S Kay	Updated Policy format and content.

### 1. Introduction

The levels of absence amongst staff are of vital importance to the success of any organisation and none more than in a small school such as Partney Church of England Aided Primary School.

Health and Safety legislation requires that employers are responsible, as far as is reasonably practicable, for the health, safety and welfare of their employees. The management of the school are convinced of the need to properly manage the levels of sickness absence which may occur, not least for the reasons of staff welfare and to try to ensure that where staff are experiencing problems relating to sickness absence, we are able to provide the appropriate support.

There are a number of benefits to be gained from the proper management of sickness absence. Not only can staff welfare and support be provided but also the highest level of continuity can be achieved both for the school and the pupils where absence is properly managed.

The financial implications of sickness absence are inescapable and whilst this is certainly not the paramount issue it would not be right for us to ignore such implications.

The principles of this policy are to be applied to all staff employed at Partney School, teaching and support staff.

### 2. Objectives

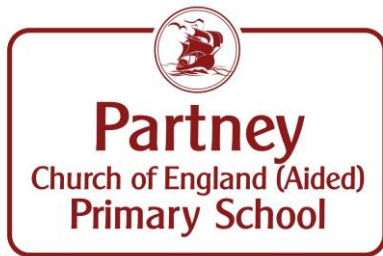
Partney School is placing great emphasis on the management of absence. The main objectives are to try to achieve full attendance and to properly manage cases of absence.

- To improve attendance
- To protect the health and safety of employees by providing a safe environment
- To identify work related causes of absence
- To ensure that paid sick leave is available as appropriate

These objectives will be underpinned by the following principles:-

- staff will be treated fairly and compassionately with all appropriate support being given (for example, the services of the Employee Support and Counselling Service and/or Occupational Health Service.)
- management will be consistent in their approach to the procedure for dealing with individual cases
- high standards in health, safety and welfare will be a constant objective for all
- any information received during the application of the procedures involved in absence management will be treated confidentially and sensitively.

### 3. Monitoring of Sickness Absence



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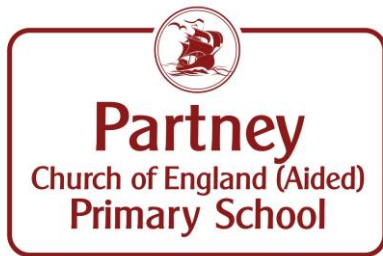
Proper absence management can only occur if the appropriate monitoring of absence takes place.

The responsibility for monitoring absence on behalf of the Governing Body will be placed with the Headteacher. (This responsibility may be delegated to another senior member of staff as appropriate), but is ultimately with the Governor responsible for Staff Absence- Mrs Kate Odlin.

The role of the Headteacher in this respect will be to:-

- ensure that all staff receive a copy of the school's sickness absence management policy;
- ensure that a procedure for the reporting of absence has been agreed and is followed;
- ensure that both the duration and the reasons for absence are recorded;
- conduct return to work interviews as appropriate;
- consider 'reasonable adjustments' for disabled employees;
- discussing work and family life balance;
- monitor absences, analysing the appropriate information in order to identify any problems which may develop regarding employee's absences.

NB: Monitoring of the absence of the Headteacher will be undertaken by the Governing Body although day to day recording will be administered by an appropriate member of staff.



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## 4. Managing Sickness Absence

It is intended that sickness absence records for each member of staff will be maintained and that the Head-teacher will review these records on a periodic basis. Each record will provide details of the number of occasions the member of staff has been absent, the total number of days for each absence, and a running total of that member of staff's level of absence. Reasons for absence will also be maintained on these records.

The review of each absence record will be carried out with a view to deciding, where appropriate, that measures need to be taken regarding individual cases and what those measures should be.

It is recognised that it is of paramount importance to ensure that any decisions regarding action to be taken in individual cases are made on an entirely objective basis.

Initially the following levels of absence may indicate the need to consider further measures:-

- 4 or more episodes of unrelated sickness absence in every rolling 12 month period and/or
- 12 days of unrelated sickness absence in every 12 month period
- And/or where the number of absences in a short period warrants immediate action. e.g. 3 episodes or 9 days in 6 months.

Where the level of absence in a particular case has reached the stage where further action is to be considered, such action will depend on the circumstances of the case, including:-

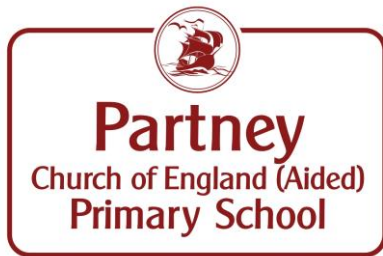
- the frequency and duration of absences
- the reasons for absence
- the numbers of days absent
- the nature of duties undertaken and the effects on service provisions
- the outcome of any previous reviews and any previous action taken.

## 5. Short Term Absence Procedure

Please refer to Appendix 1 in Absence Management Policy and Procedure, outlining a Short Term Absence Procedure. This includes the following:

- Trigger points
- Sickness reporting – this provides guidance for staff.
- Absence Management Meetings
- Review periods
- Target setting
- Final review meeting
- Appeal against dismissal

## Long Term Absence Procedure



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Please refer to the Absence Management Policy and Procedure (LCC October 2012)

## **Absence due to a member of staff's child(ren)**

In the event that a member of staff's child(ren) is/are ill, whilst school will be sympathetic to the situation, we would expect every effort to be made to secure appropriate childcare in order to have minimum effect on the running of the school and our pupils' education.

## **7. Review of Policy/Procedures**

The content of this policy and the procedures contained herein have been the subject of consultation with school staff and relevant Trade Union representatives. It is important that regular review of the policy and procedures takes place and to this end consultation with staff and Trade Union representatives will take place on a yearly basis where comments will be sought regarding the application of the policy and how improvements may be made if appropriate. (Lincolnshire County Council)

Governors understand that the Local Authority will notify schools of any need to amend the above policy, but if no such notification is received the policy will be reviewed as part of the 4 year rolling programme.

Senior Leadership will follow the Policy and Procedure as outlined in the LCC Absence Management Policy (October 2012).