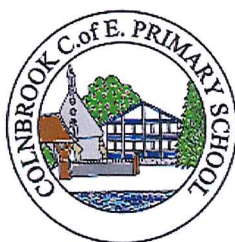
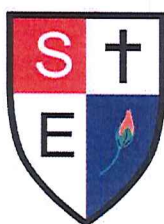



Slough and East Berkshire C of E Multi Academy Trust



ATTENDANCE AT WORK

Reviewed by Legal Support Provider, Judicium Consulting Limited	April 2016
Ratified by Trust Directors:	
Date Policy to be reviewed:	May 2019 Subject to relevant legislation

The Attendance at Work Policy does not form part of an employee's terms and conditions of employment with Slough and Eton Church of England Business and Enterprise College ('the School') and is not intended to have contractual effect. It does however set out the School's current practices and employees are strongly advised to familiarise themselves with its content.

The School reserves the right to vary or amend its Attendance at Work policy and procedure as necessary.

SICKNESS ABSENCE AND SICK PAY

Sickness Absence Notification and Certification Requirements

Teaching staff

For absences not known in advance, the following steps should normally be taken when informing absence and upon returning to work after an absence.

Teaching staff are required to contact the Cover Coordinator personally by telephone **before 7.15am** on the first day of absence, informing him of:

- the fact of their sickness absence;
- the reasons for it;
- its expected duration; and
- the action the employee is intending to take e.g. visiting their G.P, seeking advice from a pharmacist etc.

Teaching staff are also required to inform their Head of Department of their absence and should provide work to be carried out in their classes. If no lesson plans are available the Head of Department is responsible for providing the appropriate work. Where possible teaching staff must inform the school during the day if the absence is likely to carry on beyond the one day.

Teaching staff must contact the Cover Coordinator on **each** day of absence (unless they are able to confirm the expected length of absence) to ensure that appropriate cover is in place for their classes. Contact details are available in the staff handbook and on Fronter. They

must also liaise with their Head of Department to ensure that appropriate work is being set for the classes. In exceptional circumstances when it is not possible to contact the Cover Coordinator and/or the Head of Department on the first or subsequent days of absence, each department should have contingency arrangements to ensure appropriate work is being set.

When a member of teaching staff intends to return to work after a period of absence (except where the return is on the expiry of a medical certificate) he or she should inform the cover coordinator **before 7.15 am** on the day he or she returns to work.

On the day of return to work, teaching staff must complete a Self Certification Form and speak to the Head's PA to arrange a return to work appointment with the Headteacher.

Absence records will be kept by the PA to the Headteacher who will provide statistics for the Headteacher and the Governing Body.

Non-teaching/support staff

For absences not known in advance the following steps must be taken when informing absence and upon returning to work after an absence.

Employees are required to notify either the SENCo (pupil support staff) or Head's PA (all other support staff) **before 7.45am** on the first day of sickness absence. Contact details can be found in the staff handbook and on Fronter.

Employees should notify the cover coordinator or Head's PA personally by telephone informing her of:

- the fact of their sickness absence;
- the reasons for it;
- its expected duration;
- the action the employee is intending to take e.g. visiting their G.P, seeking advice from a pharmacist etc; and
- any scheduled work that needs to be completed.

Where possible support staff must inform the school during the day if the absence is likely to carry on beyond the one day.

On the day of return to work, support staff must complete a Self Certification Form and speak to the Head's PA to arrange a return to work appointment with the Headteacher.

Absence records will be kept by the PA to the Headteacher who will provide statistics for the Headteacher and the Governing Body. Such statistics may also be provided to Slough Borough Council, who has a responsibility to monitor progress against targets set by the Government.

GENERAL NOTIFICATION REQUIREMENTS APPLICABLE TO ALL STAFF

Text messages, e-mails or messages left with colleagues will not satisfy the School's sickness absence notification requirements and may result in any absence being deemed to be unauthorised (and hence subject to disciplinary action) and in the forfeiture of sickness payments, if any, that the employee would have otherwise been entitled to.

Notification must be by the employee him or herself unless his or her incapacity is such that this is not possible in which case the employee should authorise a family member or friend to contact the School in his or her stead.

The information will then be entered on the relevant payroll form and records updated.

It is essential that employees keep the School updated on the circumstances of their absence and its estimated duration and employees are required, where they have not indicated a likely return date on the first day of their sickness absence, to telephone the School on each subsequent day of absence.

Where an employee's sickness absence lasts more than seven calendar days the employee is required to notify the Headteacher of the fact and a Medical Certificate stating that he or she is not fit for work and the reason(s) why, completed and signed by a medical practitioner must be forwarded to the Headteacher to cover the period of absence. Thereafter Medical Certificates or a Fit for Work plan must be submitted for any continued sickness absence on a weekly basis, or at those intervals determined by the employee's medical certificate or Fit for Work plan itself (this includes during school holiday periods).

During any period of sickness absence employees may be required to respond to any enquiries from the School during normal working hours, to attend meetings or receive visits from authorised School personnel to discuss their condition and to liaise with Occupational Health, where the School considers this is required.

If an employee's doctor provides a certificate stating that he or she "may be fit for work", the employee should inform the Headteacher immediately. The School will discuss with the employee any additional measures that may be needed to facilitate a return to work, taking account of medical advice. This may take place at a back to work interview on the employee's return to work after a period of sickness absence or during ongoing sickness absence as appropriate.

During any period of sickness absence employees may be required to respond to any enquiries from the School during normal working hours, to receive home visits from authorised School personnel and to liaise with Occupational Health, where the School considers this is required.

On return from a period of sickness absence, employees are required to complete a sickness absence Self Certification form and speak to the Head's PA to arrange a return to work appointment with the Headteacher.

Failure to comply with the School's sickness absence notification and certification procedures above may result in rendering the employee's absence unauthorised and hence subject to disciplinary action which may result in the delay or forfeiture of payments for sickness absence that the employee might have otherwise been entitled to had they complied.

Employees will be required to attend a back to work interview on their return to work after any period of sickness absence. This will be held with the Headteacher and during the meeting the reasons for the employee's absence will be discussed and the employee's Medical Certificate(s) or any Fit for Work plan as appropriate will be considered.

The employee will be asked to sign the Self Certification form and this will be kept on the employee's personnel file (with any Medical Certificate(s) where necessary). The information will be entered on the relevant payroll form.

The School recognises long-term absence as a period of 4 consecutive weeks or more at any one time. Where employees have been absent for 4 consecutive weeks (or for a total of 6 weeks in any rolling 12 month period) an absence review will take place.

From time to time it may be necessary for the School to require the employee to be examined and obtain a medical or occupational health report. This could be from either an employee's doctor, a medical practitioner nominated by the School or an occupational health adviser. The purpose of this report would be to gather information about the employee's medical condition, its probable effect on the employee's future attendance at work or ability to do his or her job. Employees are required to co-operate with the School in obtaining such information and should be aware that failure to do so may constitute a breach of the terms of his or her contract of employment with the School and result in the School having to proceed with sickness absence management without the benefit of specialist advice and assistance on the basis of the existing information available to it.

Employees have certain rights under the Access to Medical reports Act 1998. Should the School find it necessary to obtain a medical report concerning an employee's fitness for work or any other relevant matter the employee will be asked for his or her written consent. At the time of the request the employee will be advised of his or her rights under the Act.

Long-term or frequent absences may, in certain circumstances lead to the termination of the employee's employment with the School in accordance with the School's Managing Sickness Absence Policy and Procedure.

Statutory Sick Pay

Employees who are absent from work because of sickness will normally be entitled to receive Statutory Sick Pay (SSP) from the School provided they meet the relevant criteria.

Once the criteria have been met, SSP is not normally payable for the first three days of sickness absence, unless the employee has been absent and in receipt of SSP within the previous eight weeks. Thereafter the School will normally pay SSP at the statutory rate in force for a maximum of 28 weeks to employees who are eligible for SSP and who have satisfied the School's sickness absence and notification requirements above. The School reserves the right to withhold payment of SSP where an employee fails to follow the correct procedure.

If two periods of incapacity from work of four or more days (PIW) occur within 56 days of each other they are linked to form one PIW. Each PIW has an entitlement of 28 weeks payment and SSP is paid on a daily basis, in respect of qualifying days, which are those days normally worked.

Sick Pay

The School also operates an additional Sick Pay Scheme in accordance with the national conditions of service for teaching staff and the national conditions of service for National Joint Council (NJC) staff. All payments made under this Scheme will include SSP payments where they fall due.

Teaching Staff:

Teaching staff are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above:

During the first year of continuous service	Full Pay for 25 working days and after completing 4 calendar months' service, half pay for 50 working days
During the second year of continuous service	Full pay for 50 working days and then half pay for 50 working days
During the third year of continuous service	Full pay for 75 working days and half pay for 75 working days
During the fourth and subsequent years of continuous service	Full pay for 100 working days and half pay for 100 working days

For the purposes of the above scheme:

- "working days" means teaching and non teaching days within "directed time" or in the case of a Headteacher, normal working days; and
- "a year" is deemed to begin on 1st April and end of 31 March.

The above entitlement will be pro-rated for part-time employees.

Support Staff:

Support Staff on NJC Conditions for Local Government Services are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above.

During the first year of continuous service	1 months' full pay and after completing 4 months service, 2 months half pay
During the second year of continuous service	2 months' full pay and 2 months half pay
During the third year of continuous service	4 months' full pay and 4 months half pay
During the fourth and fifth year of continuous service	5 months' full pay and 5 months half pay
During the sixth and subsequent years of service	6 months' full pay and 6 months half pay

For the purposes of the above, one month means the employee's normal working days over the period of a calendar month and the above entitlement will be pro-rated for part-time employees.

The employee's length of service for the above purposes will be calculated from the first day of sickness absence.

The calculation of Sick Pay will take into account any previous payments of Sick Pay made in the 12 months immediately before the first day of the current sickness absence.

Employees should claim any Social Security sickness benefits such as invalidity or incapacity benefits to which they may be entitled and are required to notify the School of any such payments which the School will deduct from the employee's Sick Pay.

The rules of the Sick Pay Scheme do not imply that termination of employment may not take place before payment of Sick Pay has been exhausted..

The School reserves the right to suspend any or all payments of sick pay where the timing of the sickness absence for such reasons e.g. stress, depression, anxiety etc. coincides with

any disciplinary or performance or grievance issues. So if you are at work or have disciplinary or performance issue/investigation and/or hearing or any adverse decision has been received and you then go "sick" with stress, depression, anxiety etc., sick pay may or will be suspended until management is satisfied that the illness was not in any way triggered by any of the matters above i.e. that the medical condition or absence was not causally or temporally related.

While it is recognised that during a period of sickness absence, time away from home for example going on holiday or visiting family may be therapeutically helpful, you are required to seek prior approval from the School. A decision to take time away from home during a period of sick leave without giving prior notice to the School may result in a loss of your Occupational Sick Pay during that period.

If, during that period you would prefer not to be required to respond to school enquiries, attend meetings or receive home visits, we can discuss treating this period as annual leave or unpaid leave, at the School's discretion.

Please note that the requirements in your employment contract regarding requesting annual leave will continue to apply during any period of sickness absence.

PUNCTUALITY AND ADVERSE WEATHER

All employees are expected to be at their place of work and ready to work at their specified start time.

If you are going to be late for any reason, you must inform your Line Manager by telephone without delay and in any event not later than your expected start time, giving the reasons for your delay and the likely time of your arrival. You must immediately report to your Line Manager upon your arrival giving full details of the reason(s) for your lateness.

The School understands that on certain occasions extreme weather may seriously delay, or prevent, attendance at work. Staff are required to make every reasonable effort to attend work taking into account personal health and safety when your normal transport arrangements have been disrupted due to extreme weather conditions.

Where a member of staff experiences or anticipates a delay in their arrival time at work due to adverse weather or is prevented from attending work due to road closures, highways warnings or the suspension of public transport routes (despite making every reasonable effort bearing in mind their personal health and safety) they should follow the above procedure and brief their Line Manager on any work related matters requiring attention that day.

It is essential that staff follow the delay-notification procedure above to avoid unnecessary concerns and enquiries about their non-attendance at their normal start time in adverse weather conditions. Staff should note that text messages, voicemails, emails and messages left with colleagues will not suffice as adequate notification under the School's policy.

Persistent lateness, failure to follow the delay-notification procedure and deliberate falsification of any records or forms (for example sickness self-certification) will render the employee liable to disciplinary action up to and including summary dismissal in accordance with the School's disciplinary policy and procedure and may result in non-payment (whether by deduction or otherwise) for the hours of work missed.

Where adverse weather conditions prevent attendance on more than one day, staff are required to follow the above notification procedure on each day in which their attendance has been prevented.

Staff should note that they have no automatic legal entitlement to remain at home on full or reduced pay where their attendance at work has been prevented by adverse weather and they have notified the School accordingly.

Where a member of staff has been prevented from attending work and has followed the correct notification procedure as above, the School will confirm to the member of staff that that his or her absence for that day is authorised and the following options will be explored:

1. If in the Headteacher's opinion the member of staff can work effectively from home, the School will notify the member of staff accordingly, agree a schedule for the day's work and the member of staff will be paid at his or her normal rate of pay for that day.

2. If in the Headteacher's opinion the member of staff is unable to work effectively from home either due to the nature of their duties or due to insufficient resources at home to facilitate home working on that day, the member of staff may elect to take this time as paid annual leave (if this is applicable to their terms and conditions).
3. If the member of staff does not wish to take the time as paid annual leave and/or has no remaining holiday entitlement for that Holiday Year at the date of absence, time will be taken as unpaid leave.
4. In certain circumstances as an alternative to unpaid leave and where such is in the Headteacher's opinion reasonably practicable, staff may with prior agreement use any extra hours already accrued to cover this period of absence, if applicable, or may with express prior agreement make up the hours at a later agreed date.
5. Where disruption due to severe adverse weather conditions continues or is in the School's opinion likely to continue for a more than one day, the School may require staff to take annual leave to cover the period of anticipated disruption and will in accordance with its statutory obligations, give notice of no less than double the number of day's proposed leave.