



MAMSA - Maximising Attendance and Managing Staff Absence policy

The King's School
Cadhay Lane
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Devon
EX11 1RA

Rationale:

The King's School recognises and values the contribution of each member of staff to the education of the students in the school.

High levels of absence among teaching and support staff pose a serious problem for a school in terms of disruption to teaching programmes, students' learning and other areas of the school's work. The governing body is committed to managing attendance so that any disruption to the students' education or the effective running of the school is minimised. Equally it recognises that during the course of employment, colleagues will occasionally be absent from work through ill health, maternity and other authorised circumstances.

Absence of any staff employed in school during term time means some impact on the student's education. Therefore, requests from any member of staff for absence to be taken during term time must be regarded as the exception rather than the norm. Requests for leave of absence for the purpose of taking holidays and/or contributing to holidays will not be granted.

This policy gives details of entitlements of members of staff in relation to absence.

Part-time staff will have the entitlement for leave from work reduced in proportion to the percentage of time they work.

Seeking Approval for Leave from Work:

All staff will be required to complete a blue form requesting leave of absence. Following completion **and** notification of the line manager this is to be sent to the Headteacher. The request should be made as soon as it is known that it will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstance such as the death of a family member. If the absence is authorised it will be either paid or unpaid. All absence from work for the reasons given in this policy requires prior approval.

Requests by the Headteacher should go to the Chair of Governors.

The Governing Body has given delegated authority to the Headteacher to approve leave of absence requests for up to 5 consecutive days in any one academic year. For anything greater the Headteacher must discuss each case with the Chair of the Curriculum and Quality Committee, or his/her representative, and act on the recommendation made.

Requests for leave of absence will be considered taking into account

- the principles of this policy,
- the best interests of the children and the school,
- treating staff in a fair, sensitive, reasonable and consistent way, in line with the schools' equality policy
- National and local terms and conditions of employment.

Where the agreements refer to relatives of the first degree, this is taken to mean -husband/wife, permanent partner, brother/sister, parent and child or the corresponding relatives-in-law. Additionally the Governing Body includes grandparents or other relatives/carers who have taken on the main caring role or people who are not related but occupying a similar position in the family.

Dental and medical appointments

It is expected that dental and medical appointments will be made out of school hours wherever possible. It is recognised that in some circumstance, such as an appointment being expected from a hospital, that this may not always be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible.

Emergencies involving dependants

All employees have the right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant. A dependant is defined as a spouse, partner, child or parent, or someone who lives with the employee as part of his/her family. In the case of illness, injury or where care arrangements break down, a

dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

Parental Leave

Members of staff with at least one year's continuous service with The King's School are entitled to request parental leave. It is applicable to parents of children born or adopted after 15th December 1999. It is only available for the purpose of caring for a child for whom the employee has parental responsibility. It is applicable until the child's fifth birthday or, in the case of adoption, until five years have elapsed following placement or the child reaches 18 (whichever is the sooner). The employee must give at least 21 days written notice of the period during which parental leave is requested. Prior to approving the first request for parental leave the school will need to see the birth certificate, adoption paper or proof of disability living allowance.

Parental leave is unpaid and the maximum entitlement is 13 weeks leave (pro rata for part-time staff) for each child, in total. The leave must be taken in blocks or multiples of one week and the maximum entitlement in any leave year is 4 weeks.

If an employee has a disabled child for whom disability living allowance is awarded s/he can claim an extra 5 weeks' leave in addition to the 13 to make a total of 18 weeks. Parents of disabled children are able to use their leave over a longer period, up until the child's 18th birthday and may take the leave a day at a time, if required

If a father wishes to take parental leave following the birth of a child (in addition to paternity leave), he is required to give at least 21 days' notice to his employer, stating the expected week of commencement of the parental leave and the duration of that leave.

In the case of adoption, a parent must give at least 21 days notice stating the week in which he/she expects to adopt the child. The duration of the leave must also be stated.

The governing body is able to require an employee to postpone his/her parental leave for up to 6 months, where the school cannot cope. Notice of postponement will be given no more than 7 days after the request and will state the reasons for postponing the parental leave and when it can be taken. The leave must be granted for the same period as the original request and will begin on a date determined by the headteacher, after consultation with the member of staff and be not more than 6 months after the date originally requested.

Parental leave cannot be postponed when the member of staff gives notice of parental leave to be taken immediately after the birth of their child or at the time of adoption.

The school will accurately record when an employee takes Parental Leave as new employers may seek a declaration of Parental Leave taken.

Reporting Staff Absence

On the first day of absence the employee must telephone the designated manager in line with the school arrangements. Details of the illness or injury and anticipated length of absence from work should be indicated. Exceptionally, if unable to telephone in person, the member of staff should arrange for another person to call and give the reason why the member of staff is unable to call. The employee should notify the HT or DHT if they think that they may have come into contact with infectious disease. The HT/DHT will then liaise with the appropriate advisors and authorities.

The line manager should clarify any current work commitments that need to be rearranged and arrange cover where necessary. When the member of staff recommences work, they should conduct a "return to work" meeting as soon as possible.

Monitoring Staff Absence

All staff returning to work after a period of absence must complete a Self Certification Form (Appendix 1) and return to the appropriate personnel **within 24 hrs**. They will undergo a "Return to work interview" within 24 hrs of their

return. These interviews will be conducted by the appropriate line manager. The "Return to Work form" ([Appendix 2](#)) should be completed and returned to the appropriate personnel, within 48 hrs of the absence.

Although there is no requirement to do so staff are welcome to keeping contact with the during the school holidays if they are experiencing illness that they feel the school could help and support them with on their return to school. The Headteacher and Deputy Headteacher – Personnel do check e mails regularly throughout holiday periods.

To receive sick pay, the member of staff must:

- Notify the school on the first day of absence in accordance with the school's arrangement;
- Provide a doctors certificate by the eighth day for absences over seven consecutive days;
- Provide consecutive medical certificates to cover the whole period of absence prior to the previous medical certificate lapsing; where there is a continuing sickness absence, even if this covers school holidays.

Trigger Points

Trigger points provide consistency of approach and ensure that the Governing Body and the Head teacher are aware of any possible patterns of absence. They define the points at which the DHT Personnel will review the sickness absence history of an individual member of staff, in order to help improve the staff's attendance at work.

Trigger levels are:

- 3 or more instances of sickness absence in any 3 month period of an academic year.
- 6 or more instances of sickness absence in any 12 month period of an academic year.
- 8 or more days sickness absence within a 12 month period in an academic year.
- Any other recognisable pattern eg often absent on a Monday or at certain times of the year. .

First absence Meeting

This meeting should take place as soon as possible with the DHT Personnel if:

1. Any of the trigger point have been met
2. Any concern for a member of staff welfare
3. Any concern for the welfare of others who s/he may come in contact with.

At this meeting the DHT will consider all the circumstances and decide whether any appropriate action should be taken. A date should be arranged with the member of staff for the second absence meeting in the next 6- 8 weeks. A written summary of the meeting with the key points discussed will be given to the member of staff.

Second Absence Meeting

The DHT will arrange a second meeting and discuss the member of staffs' attendance. If the member of staff has returned to work, the DHT should ensure the member of staff is fit to return, well supported and any work related matter discussed. The DHT will confirm the details of the second absence meeting in writing.

A prolonged single absence or sustained intermittent absences will be dealt with under the Fitness for Work policy.

Reasons for Leave with Pay

Reasons for leave with pay	Teachers	Support staff
Sickness	See Section 4 of the "Burgundy Book"	See Part 2, Section 10 of the "Green Book"
Annual Leave	Not Applicable	See "Green Book" for all year round staff, not applicable for term time only staff
For officials of Trade Unions to perform I.R. duties/undertake approved training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LA	
For Safety Representatives to perform duties and undertake associated training	i) Regular release, and/or ii) Occasional release and/or iii) Consultative meetings convened by the LA	
For ante-natal care	The right to paid off time to attend ante-natal care on production of evidence of appointments if requested.	
Attendance as elected members at local authority meetings and properly established committees	Up to 5 days per year or equivalent.	
For members of another school's Governing Body	Up to a maximum of 4 half-days per annum depending upon the reasonableness of the request.	
Magisterial duties	Minimum attendance requirement including training and membership of a statutory tribunal not exceeding 20 working days a year	
Candidates for Parliamentary Elections	Normally not more than 5 working days	
Lecturing in professional capacity on condition that all fees to be paid to school	At the discretion of the Governing Body up to a maximum of 12 working days	
Duties in connection with external examinations	At the discretion of the school	
Sitting examinations relating to professional development	Employees are entitled to be paid leave of absence for the purpose of sitting for examinations concerned with the teacher's professional development to the benefit of the school. Absence leave for other examinations are at the discretion of the Head Teacher.	
Attendance at approved conferences	At the discretion of the school subject to the conference being of benefit to school and the member of staff's professional development.	
Weddings of close relatives i.e. sibling, parent (or another family member/carer who brought up the employee) or children or corresponding relatives in law	Reasonable period subject to prior approval from the Headteacher – normally one day	
Times of severe weather	Permission to leave early will not be unreasonably refused. Staff are expected to make reasonable attempts to attend work if the school is open. Staff will not be deducted pay or expected to make up lost days if the school is closed	
Jury Service or attendance as a witness in Court proceedings	For the required period subject to the employee claiming for loss of earnings	
Screening for breast and cervical cancer	For reasonable periods where attendance in school time cannot be avoided.	
Members of non-regular forces – annual training	Up to two weeks – the second of which is to be unpaid.	

Potential redundancy	Reasonable time to seek alternative employment
Interviews for other posts	For interview and other selection processes. In addition teachers may request up to two additional induction days at their new school
A sick child with a non-critical illness **	We will agree paid leave up to a maximum of four days in any one academic year for a FTE 1 or as a pro rata of FTE. After that unpaid leave is at the discretion of the Headteacher.
Illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law who lives within the members of staff or lives alone	In cases of critical/serious illness of close relatives, up to one week's paid leave. In other relationships, applications for unpaid leave should be addressed in writing to the Headteacher to consider.
Death or critical illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law	Up to 5 working days. Thereafter the member of staff may request an extension as unpaid leave.
House removal	1 working day with as much advance notice as possible.
Sports representation as competitor at national/ international level	At the discretion of the School/Governing Body.
Election duties	Leave of absence for staff appointed by the returning officer to assist at parliamentary or local elections.

Additional leave with pay may be granted in special circumstances by the Headteacher/governing body. In the first instance any application should be made to the Headteacher via the blue forms held in the staff room

** Under legislation for Emergency Time Off for Dependents there is only provision in the case of a sick child with a non-critical illness, for the first day to be taken unpaid after which it will be assumed that alternative arrangements for childcare will be made. However, contractual provisions override this and allow for up to two days to enable the teacher to care or make arrangements for care of the child.

Reasons for Leave without Pay

Reasons for leave without pay	All Staff
Graduation ceremony – employee's own partner, son, daughter or close relative	1 day paid at discretion of the Headteacher and 1 additional unpaid day at the discretion of Governing Body.
Court hearings – other than those covered under "With Pay" sections – including divorce proceedings, custody of children, maintenance payments and other Court appearance where teacher is defendant or involved in non-criminal proceedings	1 day at discretion of Headteacher and additional time at the discretion of Governing Body.
Religious devotion days	1 day at discretion of Headteacher and additional time at the discretion of Governing Body.
Funerals – other than close relatives as in "With Pay" section	1 day paid or unpaid at the discretion of the Headteacher and additional time at the discretion of Governing Body.
House removals – in excess of 1 day	1 day at discretion of Headteacher and additional time at the discretion of Governing Body.
Sporting representations below national level	1 day at discretion of Headteacher and additional time at the discretion of Governing Body. Normally

	not more than 10 school days in a year.
Delays on return to school caused by industrial disputes/national travel incidents	1 day paid/unpaid at the discretion of the Headteacher and additional time at the discretion of Governing Body.
Special family flights where spouse is in the armed forces	1 day at discretion of Headteacher and additional time at the discretion of Governing Body.
Hospital appointments for children where both parents wish to attend.	1 day paid/unpaid at discretion of the Headteacher and additional time at the discretion of Governing Body.
Attendance on courses for personal development not considered beneficial to the school	1 day at discretion of Head and additional time at the discretion of Governing Body.
Weddings – Employees own wedding and for those other than relatives first degree	2 days paid at discretion of the Headteacher.

The Governing Body in special circumstances may grant discretionary additional leave.

As in all cases with The King's School we aim to be as compassionate and flexible with staff as is possible whilst minimising any detrimental impact on the students' learning. This policy complies with the national agreement and many staff will know from personal experience the school will always invoke exceptional circumstances where it deems it appropriate.

**APPENDIX 1
SELF CERTIFICATION FORM – STATEMENT OF SICKNESS**

On returning to work after a period of absence due to sickness you must report to your line manager before starting work, if this is not possible then at the first available opportunity.

This form must be completed on the **first** day back at work by all staff returning after **any** sickness or injury absence and returned to JXH. It should account for:

- a) absence of between one and seven days;
- b) The first seven calendar days of any longer absence, excluding any part covered by a doctor's statement.

A Doctor's certificate must be provided for any absence over 7 days (which includes weekends and holidays).

Please note that knowingly making a false statement may result in disciplinary action being taken, including the possibility of dismissal. Completion and prompt return of this form is **essential** as it could affect payroll.

LAST NAME:

FIRST NAME:

JOB TITLE:

I certify that I was incapable of work due to sickness during the period stated below:

PERIOD OF SICKNESS/INJURY

RETURN TO WORK

i) Date you became unfit
for work

iii) Last day you were unfit
for work

ii) Date of first full working day
of absence from work

iv) Date you resumed work
.....

Note: Statutory Sick Pay Regulations (SSPR), will apply to all members of staff,

DETAILS OF SICKNESS/INJURY

Please say briefly why you were unfit for work. (Give details of your sickness/injury. Words like "illness" or "unwell" are not enough.)

Signature of employee: Date:.....

Note: If your absence has been caused by an injury at your place work you must also complete an Accident Form obtainable from Reception.

Your line manager will now carry out a return to work interview and risk assessment.

APPENDIX 2

MANAGING SICKNESS ABSENCE: MAXIMISING ATTENDANCE

RETURN TO WORK MEETING

NAME: _____ **PERIOD OF ABSENCE:** _____

POST: _____ **REASON FOR ABSENCE:** _____

TEAM/ESTABLISHMENT: _____

Return to work meetings are informal meetings held between a line manager and member of staff on their return from every sickness absence. They should be conducted sensitively, held in private, and depending on the circumstances, may only need to be brief.

Welcome employee back to work.

Check self / medical certification has been received for the period of absence.

Are you satisfied that the employee is fit to return to work? Yes No

If no give details and agree actions: _____

Is the employee fit enough to carry out full range of duties? Yes No

If no consider whether any adjustments are needed temp/perm. Give details:

Are there any underlying health or other problems? Yes No

If yes, give details: _____

Is a referral to Occupational Health required? Yes No

If yes, agree actions: _____

Is any additional support required?

Yes No

If yes, agree actions:

Is a risk assessment or update required?

Yes No

A risk assessment must be completed following any absence due to serious medical condition or work related stress.

illness / injury /

If yes, give details:

Any other concerns about absence/s discussed?

Yes No

If yes, agree actions and give details:

Does this absence exceed the trigger points?

Yes No

If yes, does this meeting constitute a formal review or has a separate review been arranged? Give details:

Signature of Staff

Date:

Signature of Line Manager

Date:

For further details see linked policies and guidance documents.

